

## **JAMEEL REHMAN**

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### **HIGHLIGHTS**

- MBA- Finance & B.Com graduate
- 6 Years of professional work experience
- Expert in QuickBooks, Tally ERP-9 and CRM
- Financial Planning, Financial Reporting & Financial Analysis
- Experience in Credit facilities i.e. LC, TR, CD & BG
- Carrying out Transactions & Finalization of accounts

### **PROFILE SUMMARY**

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A Finance professional, spans 6 years of professional working experience in accounts finalization, financial planning, financial reporting, financial analysis, funds management, credit controlling and team leading. A great communicator and excellent relationship builder, who can develop deep business insights and having a pragmatic approach towards finding solutions.

### **CAREER HISTORY**

#### **TENAU MIDDLE EAST TRADING-AJMAN, UAE**

##### **Finance Officer (Mar 2015-Present)**

- Supervising team of accountants and checking their daily work reports
- Dealing with banks and financial centers for company finance and loans
- Arrangement of credit facilities (Trust receipts, Letter of credits and guarantees)
- Arrangement of factoring and cheques discounting facilities based on customers performance
- Preparing cash flow and making analysis to ensure the company is on the right direction
- Making Financial planning including budgeting and variance analysis
- Generating monthly financial reports based on the information recorded
- Making financial analysis, reporting to the management for decision making
- Preparing various MIS reports and reporting to the management
- Internal auditing of all the branches including the head branch
- Looking after the company expenses and owner drawings, highlighting the red areas
- Making stock related reports i.e. stock movements, obsolete stock and over purchasing
- Looking after all the bank accounts including inter-related company's bank accounts
- Reconciliation of bank accounts, resolving discrepancies in transactions
- Making payments via telegraphic transfers, cheques and other wire transfers
- Working on accruals and prepayments and passing relevant entries
- Preparing and filing VAT returns, arranging necessary documents required by FTA
- Monthly ledger reconciliation with sister companies
- Assisting auditors during annual audit to ensure the accuracy of reports

## **ART PLUS GALLERY-DUBAI, UAE**

### **General Accountant (Feb 2013-Feb 2015)**

- Performing accounts payable and accounts receivable functions
- Preparing daily sales invoices, quotations and purchase orders
- Handling petty cash, accounts receivables and accounts payables
- Managing and reconciling suppliers and customers accounts
- Preparing payments for the due accounts of suppliers
- Keeping track of the due invoice to customers and arranging collections
- Checking up subsidiary ledgers and ageing of the paid and received bills
- Dealing with banks for credit facilities and for the daily deposits and transfers
- Working on letter of credits, trust receipts and bank guarantees
- Preparing bank reconciliation statement and resolving discrepancies
- Keeping track of overhead & other expenses and finding solution for reducing costs
- Managing monthly closure accounts and passing relevant entries at month end
- Preparation of salaries, WPS files and arranging funds for transfer
- Reconciling ledgers with sister companies and resolving discrepancies
- Preparing leave salaries, gratuities, bonuses and other provisions of employees
- Assisting auditors during annual audit to ensure the accuracy of reports
- Keeping the accounts record confidential and safe by taking proper backups

## **PROFESSIONAL SKILLS**

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- Exposure in handling ERP systems
- Excellent knowledge of GAAP and IFRS
- Interpreting and Developing Policy and Procedure
- Financial Planning
- Financial Reporting
- Providing Financial Support and Advice
- Carrying out Transactions
- Managing Funds
- Dealing with banks for credit facilities i.e. LC, TR, CD, BG etc.
- VAT implementation, Filing VAT returns
- Preparation of Payroll and disbursement via WPS

## **ACADEMIC QUALIFICATIONS**

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- **MBA-Finance (Master of Business Administration)**

Institute: University of Peshawar, Peshawar, Pakistan  
Session(s): 2009-2011  
CGPA: 3.4/4

- **B.Com (Bachelor of Commerce)**

Institute: Qurtuba University Peshawar, Peshawar, Pakistan  
Session(s): 2007-2009  
CGPA: 3.5/4

## COMPUTER SKILLS

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- MS Office (Word, Excel, Power Point, Outlook)
- CRM, Tally ERP, QuickBooks, excellent typing skills

## LANGUAGES

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- **English:** Fluent
- **Urdu:** Native
- **Pashto:** Native
- **Arabic:** Working Knowledge

## DRIVING LICENSE

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- UAE Driving License (Light vehicle), November 2012

## HOBBIES & INTERESTS

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- Books reading
- Current affairs
- Play brain teasers, logical games and puzzles
- Cricket and car racing

## PERSONAL PROFILE

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- **Date of Birth:** 1<sup>st</sup> April, 1989
- **Gender:** Male
- **Nationality:** Pakistani

## REFERENCES

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Available upon request