

Rizwan Abdul Karim

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An experienced accounting professional, seeking a suitable position in a Finance / Accounts department, which requires my proven skill in Supplier Relations, Inventory, Cost Accounting, Letter of Credit, Accounts Payable and Receivable areas.

Over more than eighteen years of successfully managing an Accounts Department through strong functional and business-process knowledge, plus earned reputation for meeting goals through implementation of improved management systems and teamwork.

Areas of Expertise:

- Working With an Accounts team and ensuring everyone's contribution to agreed targets
- Preparation & presentation final account reports and analysis, on a monthly basis
- Negotiation and smooth coordination with suppliers & bankers
- Good interpersonal skills with fellow employees
- Ability to work multifunctional jobs

Career History

Senior Accountant & Admin. Officer <i>Dec'11 to till date</i>	Daikool Industries FZCO / Green Crest Industries FZCO , Dubai,UAE (Air Conditioner Manufacturer) Key Responsibilities: <ul style="list-style-type: none">• Handling the accounts department & managing assistants under my supervision• Handling Accounts payable, price comparison, terms & condition negotiation, receivable – age wise analysis, co-ordination, payment collection• Internal audit & finalization of annual accounts schedule for the preparation of external audit• Preparation and monitoring cash flow statements• Liaison with the banks for all the banking transactions, banking credit facilities and correspondence for renewal• Letter of Credit (opening & negotiating), coordination between bankers and suppliers• Arranging banking facility with leading banker's i.e. Over Draft, LC, Guarantee, Trust receipt etc.• Consolidation reports preparation• Preparing feasibility studies – control & monitoring• Dealing with JAFZA & other Govt. Depts. for all PRO works like New Visas, Renewals and all vehicles registration, renewal, removal, etc Achievements: <ul style="list-style-type: none">• Various cost control measures and results• Training assistants to work independently• Efficient handling of local and international suppliers/customers
Senior Auditor <i>July'06- Nov'11</i>	Lucky Textile Mills, Karachi, Pakistan (Younus Brothers Group) The best and largest exporter in world Bed Sheets and related items. Key Responsibilities: <ul style="list-style-type: none">• Audit of payroll on monthly basis.• Quarterly stock verification on randomly basis.

	<ul style="list-style-type: none"> • Prepare stock valuation report on quarterly basis. • Surprise cash counting. • Check and verify the agent commission statement. • Pre audit of all kind of vouchers. • Verify Import payments through L/C. • Special assignments given by seniors.
Accountant <i>Sep'01- June'06</i>	Saba Textile Pvt. Ltd, Karachi, Pakistan Making all types of grey fabric. Key Responsibilities: <ul style="list-style-type: none"> • Finalization of all general accounting activities on monthly basis. • Checking Trial Balance and finalizing it up to Profit & Loss level. • Issued Sales contract, Invoices with relevant Purchase Order, Receive Voucher, Check agreement against sub-contracts. Ensuring that all competent authorities are intact. • Preparing Cost analysis for the monthly invoices received in payables. • Stock taking on monthly basis & Controlling all stock and inventory. • Handling all sales tax objection & requirement with sales tax consultant. • Processing the invoices for payment & Call for parties from payments. • Preparing analyses for expenses & revenue for monthly basis. • Passing provisional entries for accrued expenses on monthly basis. • Income Tax Deduction paid challan & submitted monthly statement. • Reconciliation & Coordination with bank & Supplier Statement on monthly basis. • Making cash flow statement & cheques issue.
Accountant <i>Aug'00- Aug'01</i>	Bismillallah Towel Industries Karachi, Pakistan Making all types of Towel. Key Responsibilities: <ul style="list-style-type: none"> • Finalization of all general accounting activities on monthly basis. • Stock taking on monthly basis & Controlling all stock and inventory. • Processing the invoices for payment & Call for parties from payments. • Reconciliation & Coordination with bank & Supplier Statement on monthly basis. • Making cash flow statement & cheques issue.

Educational Qualifications

- Bachelor of Commerce (B. Com) – University of Karachi, Pakistan
- Intermediate Commerce from St. Patrick's Govt. Collage – Karachi, Pakistan
- Metric in science from Alpha Secondary School – Karachi, Pakistan

Computer Knowledge

- MS Office (Excel, MS Word)
- Focus Accounting Software
- Oracle based customized Accounting Software
- Tally ERP Accounting Software
- FoxPro / Visual Basic based Accounting Software

Personal Information

Date of Birth : 21-Aug-1981
Marital Status : Married
Nationality : Pakistani
Languages : English, Urdu
License : Holding UAE Driving Licenses
Passport No : AP4959692

Current Status

- Holding jebel ali free zone employment visa (Till Dec,2020)