

Muhammad Rafeeq ur Rehman

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PROFILE SUMMARY

Finance & Accounting professional possessing over 15 years of diverse working experience. Well versed and exposure to wide spectrum of functions and responsibilities with an insider view of key business processes, accounting and internal control systems, risk management procedures and corporate governance.

AREAS OF SPECIALIZATION

- Financial Reporting
- Financial Analysis
- External / Internal Audit
- ERP Implementation
- Budgeting and Forecasting
- Financial Management
- Development of SOPs
- Accounting software

EDUCATIONAL CREDENTIALS

Certified Public Accountant (CPA)

Chartered Accountant - Finalist (C.A Finalist)

Certified in Accounting & Finance (CAF)

Certified Financial Consultant (CFC)

Graduation – Computer Sciences

PROFESSIONAL WORK EXPERIENCE (Summary)

Organization	Period	Position/Designation	Location
Contemporary Foods Company	Apr 2019-till date	Accounting Consultant	Jeddah, KSA
Al Nufud Water Factory	Dec 2017- Mar 2019	Finance Manager	Jeddah, KSA
Nashar Trading Company	Apr 2015-May 2017	Financial Analyst	Jeddah, KSA
Dhilal Holding Company	Nov 2013- Apr 2015	Asst. Manager Finance	Jeddah, KSA
Elite Development Organization	Mar 2013-Oct 2013	Finance Manager	Jeddah, KSA
Pakistan Lions Youth Council	Jan 2011-Oct 2012	Senior Manager Accounts & Finance	Multan, Pakistan
Grant Thornton International (Chartered Accountants)	Mar 2007 - Sep 2010	C.A Trainee/Audit Supervisor	Lahore, Pakistan
Others	Sep 2004-Mar 2007	Accountant	Lahore, Pakistan

IT PROFICIENCY

- Graduate in computer science.
- Advance Excel Skills and proficient in use of other Microsoft office products
- Efficiently implemented the renowned ERP software like “Odoo” and “QuickBooks” in various organizations.

PROFESSIONAL WORK EXPERIENCE (detail)

Contemporary Foods Company (From Apr 2019 till date)

Currently working as **Accounting Consultant** whereby my duties include the following:

- Technical support for Odoo development and implementation
- Product-wise costing Analysis
- Comparative Analysis for Quarterly and Annual Financial results
- Annual Budget preparation
- Comparative Analysis for Budgeted and Actual results with a variance analysis.
- Capacity building / Skill enhancement of the Staff by training/guiding them.

Al Nufud Water Factory (From Dec 2017 till Mar 2019)

Worked as **Finance Manager** whereby my duties include the following:

- Successful designing and implementation of an integrated ERP system (Odoo) thereby implementing more control over resources and operations.
- Trained the finance, procurement and production teams for the newly implemented ERP system.
- Development of the Authority Matrix
- Comparative Analysis for Quarterly and Annual financial results
- Defined standard cost of recipes in coordination with head of operations.
- Restructured the team to drive accountability.
- Lead the process of preparing budgets and collaborated with functional heads to achieve optimum results of allocated resources.
- Review of the payroll on monthly basis to ensure accuracy
- Liaison with the Zaka and Tax authorities and Filling of VAT returns
- Monitor stock levels and ensure the continuity of the production
- Planning for the positive cash flows and follow up for collections
- Liaison with the vendors to stream line the cash outflows in accordance with the entity’s financial position while ensuring the supply of materials on time

Nashar Trading Company (From April 2015 till May 2017)

Worked as **Financial Analyst** and additionally as **Accounts Manager** for the manufacturing unit whereby my duties included the following:

- Analysis of the Financial Statements to identify the status of the company operations by comparing and analyzing the actual results with plans and forecast.
- Brand margin analysis including what if and Breakeven analysis
- Implementation of internal controls and monitoring of trade support and marketing spending
- Manufacturing and operational cost analysis and forecast for the meat products
- Annual budgeting for the meat plant
- Supervision for the monthly and annual closing for meat plant
- Forecasting for the existing and new products

Dhilal Holding Company (From November 2013 to April 2015)

Worked as **Assistant Manager Finance** whereby my responsibilities included the followings:

- Financial and Operational performance analysis and reporting thereupon.
- Risk based assessment of internal controls and accordingly development, implementation and monitoring of system of internal control.
- Implementation of accounting software i.e. Quickbooks Enterprises 13.0.
- Review and finalization of financial statements in accordance with IFRs, local accounting standards and GAAPs.

Elite Development Enterprises (From March 2013 to October 2013)

Worked as Finance Manager whereby I was reportable to the GM and my responsibilities included the followings:

- Preparation of budgets and action plans with periodic controls.
- Cash flow management.
- Financial Analysis, variance analysis and follow up for differences from budgets.
- Preparation of financial statements based on data extracted from Quickbooks
- Warehouse, logistics and inventory management.

Pakistan Lions Youth Council (From January 2011 to October 2012)

Worked as **Senior Manager Accounts and Finance** whereby I was reportable to the Chairman and my responsibilities included the followings:

- Submission of timely financial and non-financial reports to management and donor agencies.
- Monthly, Quarterly and Annual consolidation of data and preparation of final accounts.
- Budgeting and forecasting with periodical controls.
- Cash flow management.

Grant Thornton International (From March 2007 to September 2010)

A summarized list of the work carried out during this period is as follow:

- Engagement planning and supervision
- Assisting clients in preparation of Financial Statements in accordance with the IFRSs and applicable financial reporting framework.
- Assessment of internal control systems, identifying control weaknesses and making appropriate recommendations to the management by preparing Management Letter.

PERSONAL INFORMATION

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| ▪ Visa Status | ▪ Residency visa (Transferable) |
| ▪ Date of birth | ▪ April 1, 1982 |
| ▪ Marital status | ▪ Married |
| ▪ Address | ▪ Al Azizya District, Jeddah KSA |