



ZEESHAN UR REHMAN

Manama ■ Kingdom of Bahrain ■ Cell: +973-34668800, +973-36477929 ■ Email: Shanimahar4@gmail.com

Career Goal: Senior Accountant / Accountant

MBA with developing and implementing financial systems, strategies, processes and controls that significantly improve P&L. Expert in establishing accounting functions, systems and best practices; Auditing and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance. Computer skills include proficiency in Excel, Peachtree (Complete Accounting), Tally (Erp) and MS Office.

Education

Bachelors' in Commerce (B. Com)

University of the Punjab Lahore Pakistan

Certificate in Commerce

Board of Intermediate Gujranwala Pakistan

Diploma in Commerce

Board of Intermediate Gujranwala Pakistan

Board of Intermediate and Secondary Education, Gujranwala, Pakistan

Experience

NATIONAL BANK OF PAKISTAN

Trainee,

As trainee at National Bank of Pakistan I have observed and learn all the bank procedure and current relation with the small enterprises companies

Key responsibilities:

- To check and reconcile the daily transaction for SME's.
 - Ensuring and monitoring the internal accounting control systems and other related internal procedures are being followed adequately.
 - Co-ordination with internal control department and Finance Department for the allocation of SME's Facilities.
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AL BURAQ ROLLING DOORS, KINGDOM OF BAHRAIN

Accounts Advisor,

As accounts Advisor's position with rolling doors factory and LPG Supply co.

Key Results:

- . Built a finely tuned accounting department, fostering a collaborative environment that improved productivity, individual accountability and team morale.
- Revamped G/L, financial systems, reports and schedules to improve forecast precision and standardize reporting procedures.
- Completed comprehensive valuation analysis and credit review of acquisition target, and played a key role in the due diligence effort that was crucial to successful merger.
- Dealing with overseas suppliers.
- Finalized and Completed the 2 years pending Audit for the Company

NOOF ALKHOOR TRADING, KINGDOM OF BAHRAIN

Accounts Advisor, Senior Accountant, Internal Auditor (December 2013 to Present)

Key Results:

- Prepare, review and finalize the financial reports including statement of financial position, statement of comprehensive income and statement of cash flow.
 - Responsible for preparation of audit file co-ordinate with auditors for smooth completion of audit process and recording of audit adjustments.
 - Comparison of actual with budgeted results and submit variance report with commentary management.
 - Responsible for balance sheet reconciliation and prepare financial reports.
 - Supervising and controlling the treasury side including Letter of Credit (L.C), Bank Guarantee and Funds movement.
 - Monitoring of Tagging, Recording, Additions, Retirement and Disposal of fixed asset as per company policy.
 - Monitor of debtors & creditors ledgers reconciliation and bank reconciliation on monthly bases.
 - Work the internal auditors during financial and operational audits.
 - Responsible for preparation of pre audit details.
 - Supervision & Controlling the accruals, prepayments and provision accounts.
 - Controlling and Follow up with the bank loans.
 - Responsible for daily fund position and movement of funds as required.
 - Review and checking of Payment, Receipt and Purchase.
 - Managed accounting operations, accounting close, account reporting and reconciliations.
 - Built a finely tuned accounting department, fostering a collaborative environment that improved productivity, individual accountability and team morale.
 - Revamped G/L, financial systems, reports and schedules to improve forecast precision and standardize reporting procedures.
 - Completed comprehensive valuation analysis and credit review of acquisition target, and played a key role in the due diligence effort that was crucial to successful merger.
 - Dealing with overseas suppliers.
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FK INTERNATIONAL GROUP (LAMAISON DU CAFÉ, FRANJIPANI,SHAWARMA EXPRESS,PANDA MIX, METRO PIZZA, AL KAFEEL, PEOPLES PLACE, MIA MIA, CHING, PAPADOM, NOOF ALKHOOR TRADING, NOJO SALON), KINGDOM OF BAHRAIN

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- Responsible for balance sheet reconciliation and prepare financial reports.

Personal Data

Father Name:	Abdul Rahman
Date of Birth:	January, 03-1990
Nationality:	Pakistani
CPR:	900142464
Passport:	AT5842472
Bahraini Driving License	
