

Muhammad Rashid Nawaz



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CPR#: 900788437
Nationality: Pakistani

PROFILE SUMMARY:

Dedicated to optimizing organizational performance through budgeting, forecasting, and financial analysis to achieve profitability targets efficiently. Skilled in problem-solving and exploring innovative solutions using computerized accounting software and advanced Excel proficiency. Passionate about driving continuous improvement and delivering impactful results for business success.

WORK HISTORY:



Accountant (as a part time) May 2025 – Present
MAXWAX W. L. L (Bahrain)

- Performed general ledger reconciliations, enhancing the accuracy and integrity of financial statements.
- Utilized **Tally Prime** to streamline expedite the account reconciliation process and reduced manual accounting tasks.
- Conducted bank reconciliation and performed detailed aging analysis report.
- Prepared and submit VAT returns to the tax authorities
- Processed accounts payable and receivable transactions.
- Improved cash flow by reducing Days Sales Outstanding (DSO) through efficient receivable follow-up.
- Reviewed financial statements, weekly and month-end reports for management and audit purposes.

Accounts Manager Jan 2022 – Apr 2025
DASCON Construction Company Pvt Ltd. (Pakistan)

- Prepared and analyzed general ledger and journal entries to ensure accurate financial reporting.
- Coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- Analyzed the company's expenditure and benefits.
- Utilized **QuickBooks** to monitor accounts payable & receivable & reconcile bank statement.
- Collaborated with audit team by preparing supporting documentation for audit reviews.

Assistant Manager Accounts Aug 2016 – Jun 2020
Magauri Textile Company Pvt Ltd. (Pakistan)

- Oversaw the company's General Account Operations and Transactions by using **ZohoBooks**.
- Assist senior in audit, creating reports and checking expense.
- Monitor the status of transactions to ensure company policy.
- Support processing of staff salaries, incentives and final settlement.
- Monitor inventory transactions, shrinkage and reconcile physical stock counts with financial records.
- Maintained documentation for audits and regulatory inspections.
- Managed petty cash, expense report and reconcile bank statement.

EDUCATION:



- MBA 3 ½ Year** (Finance & Accounts) Karachi, Pakistan 2015
- Bachelor Degree** Bahawalpur, Pakistan 2010

TECHNICAL SKILLS:

Having appropriate familiarity with the following Bahraini GOVT Entities Portals.

GOSI	NHRA	
LMRA	MOL	
VAT Return	WPS	
CIO	TAMKEEN	SIJILAT

ACCOUNTING SKILLS:

IFRS	GAAP (US)
Data Entry	Bank Reconciling
Balance Sheet	Profit & Loss
Accounts Receivable & Payable	
Financial Reporting	Cash Flow
Statement	Expense Reporting

SOFTWARE SKILLS:

ZohoBooks	Vyapar
QuickBooks	Xero
Tally Prime	MS Excel
MS Word	

KEY ACHIEVEMENTS:

- Achieved a CGPA of 3.57/4 in MBA
- Certificate in Advance Computerized Accounting Software.

LANGUAGES:

Urdu
Native/Bilingual proficiency
Arabic
Limited Working Proficiency
English
Conversational