

# Asad ur Rehman

## Assistant Manager Finance

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### Profile Summery

7 years' GCC Professional experience in Accounts and Company administration. An energetic cross-functional finance executive with extensive exposure in handling a gamut of high and low end aspects of accounting, finance and costing as a transformer of the corporate strategy into workable plan in finance, operations and general management.

#### Core Competencies

- Leading Finance and Accounts Department
- VAT compliance and Submissions
- Preparing Management Reports
- Financial Planning and Budgeting
- Managing Accounts Receivables and Accounts Payables
- Payroll Processing
- ERP Implementation
- General Administration
- Financial Analysis

### Work experience

Assis. Manager Finance

Aug 2019 - Present

Ramee Group of Hotels

- Preparing Full spectrum VAT Submissions for four star hotels and 1 suites of hotel
- Ensuring that Each hotel is in full compliance with VAT
- Preparing a master file of Input and Output VAT for VAT query spanning over 50K rows on excel
- Maintaining supporting files of VAT Submissions
- Preparing Govt. Levy for Ministry of Industry, Commerce and Tourism
- Budgeting of VAT and Govt. Levy for Financial Planning
- Training Chief Accountants and other Accounting staff to carry out daily chores in accounts
- Working with Finance Manager on testing new scientific systems to control FnB Costs
- Follow up of overdue Accounts Receivables and keeping tight grip on Debtors
- Maintaining accounts system;
- Preparing and presenting financial reports for meetings
- Working with executives and business heads to prepare budgets and track profit / loss performance by business unit and on consolidated basis
- Creating solutions to new financial challenges by applying financial/treasury knowledge;
- Liaising with other departments and business units on a range of issues;
- Providing advice on financial matters impacting on the company as a whole;
- Preparing financial reports and submissions to relevant government entities;
- Arranging financial audits and reviews as required;
- Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities

### Strengths

- Practical Experience and Knowledge of VAT
- Industry based practical knowledge
- Valuable input for making Strategic Decisions
- Working across the Departments
- Simplifying and automatize processes
- Adaptability to Change
- Customer service skills

### Skills

- Communication
- Decision Making
- Time Management
- Self-motivation
- Leadership
- Adaptability
- Analytical Analytical
- Quick Learner
- Able to Build Relationships
- Maintaining confidentiality
- Able to Operate Under Pressure
- Detail-oriented
- Deadline Oriented

### Computer Litracy

- Strong Command on Excel
- Grip on PACT ERP, Focus, Peachtree, Quickbooks, Tally
- Microsoft Office Tools
- Internet and Email
- Eagerness to learn about new Technology and Trends

## Chief Accountant

Nov 2018 - July 2019

## Languages

Sayed Kadhem Al Durazi Group BSC

English	Fluent
Arabic	Basic
Urdu	Native

- Perform financial analysis and reporting to management as needed.
- Coordinate with finance team to complete assigned accounting tasks within deadlines
- Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- Analyzing changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost
- Generate financial reports and statements to Managers for review.
- Analyze financial discrepancies and recommend effective resolutions.
- Respond to accounting inquiries from management in a timely fashion.
- Provide guidance to other Accountants when needed.
- Assist in auditing activities by providing necessary information and preparing requested documentations.
- Analyzing data collected and recording results
- Analyzing audits of costs and preparing reports

## Senior Internal Auditor

June 2017 - Nov 2018

Al Atheer Business Gate

- Planned engagement based on understanding of the entity and assessment of business and related audit risk.
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- Perform audit assignments conducting planning, fieldwork and reporting activities ensuring adherence to the IIA guidelines
- Review and evaluate audit programs to achieve audit objectives.
- Build, develop, and maintain strong relationships with key internal stakeholders
- Contribute to the delivery of the Internal Audit plan through timely completion of assigned audits, working with other members of the team
- Provide advisory and consulting services to improve efficiency, effectiveness, and utilization of company assets.
- Examining and evaluating the adequacy and effectiveness of information systems and business controls
- Review and evaluate adequacy and effectiveness of the systems.
- Co-ordination of internal audit activities within the client's risk management and compliance functions
- Assessing the audit findings and initiating corrective measures to ensure effectiveness in financial system of operations.
- Review/preparation of audit working paper documentation in accordance with professional standards
- Ensure best practices, standards and procedures of the company in all audit operations
- Preparing audit reports including the audit findings and appropriate corrective actions to overcome weaknesses
- Keep audit / business management abreast of audit concerns/issues.
- Provide value added recommendations to improve efficiencies of operations.
- Discuss audit findings and recommendations with line managers and obtain management response.
- Input into the development of the internal audit function, including policies/procedures development, audit methodologies and support tools
- Audit follow up to verify issues have been adequately addressed by management

## Accountant

May 2016 - May 2017

Aramis Enterprise Solutions

- Managing and overseeing the daily operations of the accounting department
- Monitor and record financial transactions according to company policies and regulations

- Monitoring and analyzing accounting data and produce error free financial reports
- Establishing and enforcing proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Review and recommend changes in internal controls & Improving systems, procedures and initiate corrective actions
- Planning and assigning projects to staff and ensure compliance and accuracy
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Perform financial analysis and reporting to management as needed.
- oversee month-end accounting activities such as reconciliations and journal entries
- Analyze financial discrepancies and recommend effective resolutions.
- Respond to accounting inquiries from management in a timely fashion
- Assist in budget preparation and expense management activities for assigned accounts

Accountant

Jan 2015 - April 2016

Noor Specialist hospital Bahrain

- Supplier payments and managing suppliers.
- Payroll payments for the Hospital.
- Petty cash Management.
- Preparing Reconciliations.
- Monthly analysis of income and expenses
- Documents financial transactions by entering account information.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Recommends financial actions by analyzing accounting options.

Internal Audit Trainee

Jan 2013 - March 2014

Fazal Mahmood and Chartered Accountants

- Preparing various reports on request of Directors
- Delegated job assignments to subordinates, performed reviews of their assignments and provided directions to conduct assigned jobs efficiently and effectively.
- Deployed to vouch all kinds of vouchers, Wage sheets, over time Sheets and Final payments.
- Preparing Profit and Loss account on regular basis as Weekly, Monthly, Quarterly, Half yearly and Annually
- Prepared budgets, forecasts, projections and business plans.
- Evaluated internal controls' risks and provided solutions to improve design and implementation of internal controls as per Code of corporate governance Integrated Framework.
- Preparing different cost analysis as per business requirement.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Evaluated evidence obtained as result of audit procedures performed.

## Personal Information

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Driving License	Bahrain
Nationality	Pakistan
CPR	900735112
Marital Status	Married
Date of Birth	20th July 1990
Hobbies	Swimming, Playing Cricket, Playing Cards

## Education

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ACCA	2010 - 2013
Association of Chartered Certified Accountants	
Specialization in Advance Audit and Assurance	
Advance Performance Management	
Bechelor of Commerce (B.Com)	2007 - 2009
University of the Punjab	
Specialisation in Advance Financial Accounting	
Diploma of Commerce (D.Com)	2005 - 2007
Punjab Board Of Technical Education	