

ADNAN RASHEED

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📍 House #1685, Lane #845, Block 208, Muharraq, Bahrain

Nationality: Bahraini

CPR # 930807464

OBJECTIVE

Seeking for a position where I can contribute using my knowledge and skills, towards the growth and development of the Organization. I further plan to share my knowledge and experience with other team members to enhance the size of the organization.

PROFESSIONAL EXPERIENCE

Head Accountant

1 Jan 2021 – Present

Blaire Executive Suites W.L.L

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Documents financial transactions by entering account information
- Preparing Receipts and tracking of Receivables on regular basis
- Prepares payments by verifying documentation, and requesting disbursements
- Bank Reconciliation & Account Reconciliation
- Reconciles financial discrepancies by collecting and analyzing account information
- Preparing Financial Reports as per the Management Requirement
- Finalization of Accounts as per International Accounting Standards and Financial Reporting Standards
- Documentation and Communication for Banking related matters
- Preparing & Submitting reports and other documents to the governmental portals
- Filing VAT returns of the Company & Group.
- Economic Substance Reporting as per the law.

Accountant

06 Jun 2020 – 30th Nov 2020

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- Documents financial transactions by entering account information
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- Preparing Financial Reports as per the Management Requirement
- Economic Substance Reporting as per the law.

ACADEMIC & PROFESSIONAL QUALIFICATION

CMA(US) Affiliate

2019-2022

Financial Planning, Performance, and Analytics
Strategic Financial Management

Masters in Commerce (M.com Finance)

2016-2018

Majors: Investment Analysis & Portfolio Management
University of central Punjab, Lahore (Pakistan)

Bachelors in Commerce (B.Com)

2014-2016

University of the Punjab, Lahore (Pakistan)

Intermediate in Commerce (I.Com)

2012-2014

Board of Intermediate & Secondary Education, Sahiwal (Pakistan)

TECHNICAL SKILLS

- Financial Statement Analysis
 - Presentation Skills
 - Tally ERP 9 / Manager.io
 - PMS/HMS
 - MS Office
 - Internal controls
 - Vast knowledge of Financial Management, International Accounting & Auditing standard
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