

Introduction To, Manager

Human Resource,

Subject: Application for Employment in Finance Department

Respected Sir,

I am an accounts and finance professional having more than seven years of experience in manufacturing and trading concerns. For my career growth and improved benefits I have planned to look for better and promising opportunity.

I am an MBA with majors in Finance from the Institute of Management Sciences (Formerly Pak-American Institute of Management Sciences). Earlier I did Bachelors in Commerce from University of the Punjab, Pakistan.

Currently I am working with Al Rashed Peikko LLC as Assistant Manager Finance for the last 5 years. I am responsible for all finance and accounts related matters of the company in KSA.

In addition to above I also possess **transferable valid IQAMA** & will be available within one month after job offered.

I want to be part of your esteemed organization to add value through my knowledge, skills and experience. Given an opportunity I can prove the selection and display my competence. I also possess good entrepreneurial skills which can be of greater worth for your business.

Looking forward for your kind consideration.

Yours Sincerely,

Tanzeel ur Rehman

Contact: +966 54 9065044

+966 55 933 4199

TANZEEL-UR-REHMAN

Al-Khobar, Saudi Arabia

Mobile: +966 54 906 5044

metanzil@gmail.com



Financial management professional, having more than 7 years experience in the areas of Financial Management, Accounting and Financial Reporting in manufacturing, services and trading sector. Want to be excel in this field.

QUALIFICATIONS:

- ❖ **CMA** Pursuing
- ❖ **MBA - Finance - 2010** Institute of Management Sciences, Lahore - Pakistan
- ❖ **Bachelors of Commerce - 2006** University of the Punjab, Lahore - Pakistan

WORK EXPERIENCE IN FINANCE/ACCOUNTS:

- ❖ **Al Rashed Peikko LLC (Al-Khobar, Saudi Arabia) November 2010 to Date**
Assistant Manager Accounts & Finance (Reporting to Finance Manager)

Major responsibilities:

- Preparation of monthly, quarterly and annual financial statements including Income Statement, Balance Sheet, Cash Flow Statement
- Consolidation of Financial Reports for Intercompany & for Joint Venture
- Preparation of annual budget based on production capacity and sales projections
- Coordination with Internal Auditors for periodical internal audit assignments
- Liaison with External Auditors for statutory audit
- Pricing of new and existing products after cost and benefit analysis
- Intercompany accounts reconciliation
- Deal with customers & vendors queries regarding finance related matters
- Handling the Logistic Dept. & Critical Custom Clearance issues
- Supervise the Procurement dept. & maintain check & balance in purchase.
- Responsible for recovery from customers and payments to vendors
- Payroll preparation and administration
- Costing of Imported items for recognition in inventory
- Supervision of periodical Inventory counts
- Managing Axapta(Accounting Software) includes monthly & regular entries/transactions
- Management of all the Petty Cash & Bank's solutions like online banking, letter of credit, Manage all meetings with bank etc.
- Management of updating process of joint venture's documentation for banks & other legal/Government departments.
- Management & Analysis of Slow Moving Inventory & their monthly Provision.
- Overdue Customer Analysis & their monthly Provision.
- Salesmen Commission calculation & analysis.
- Conducting trainings and meetings with business units' departments to ensure that all stakeholders are well informed of accounting policies, procedures and regulations
- Managed & Dealed in all types of Insurance Issues of company.

Achievements in Al-Rashed Peikko:

- Got ERP training from Microsoft Dynamic & Implemented ERP system AXAPTA(version 4.0)
- Processed & completed all Assets Management of the company including Intercompany Transfer of Machinery
- Implemented procedures and documentation system among different departments

- Introduced online banking & computerized all Banking Transactions
- Installed & Implemented Finger-Tec/face detector employee's attendance machine.

PREVIOUS COMPANIES EXPERIENCE:

- ❖ **ASTRA INDUSTRIAL COMPLEX CO. LTD (2nd Industrial City Dammam, KSA)**
(General Accountant from May, 2007 to July, 2008)

- ❖ **I.S TEXTILE CO. (126-F Model Town, Lahore, Pakistan).**
(Accounts Assistant & Sales Executive from August, 2006 to April, 2007)

JOB DESCRIPTION DURING THESE JOBS:

- Preparation of Bank Reconciliation Statement
- Participated in development of chart of accounts
- Preparation of Payroll of all the employees
- Preparation and dispatch of Debit & Credit Notes
- Manage preparation of Cheques for Suppliers/Salaries/Rents/Staff etc.
- Preparation & manage Sales Reports & Inter Company transactions
- Manage & Supervise the inventory system and recording of all data into systems of Company
- Manage petty cash of the company
- Preparation of Monthly Sales Tax Returns & Invoices
- Data Entry of all the Vouchers & Transactions into the Accounting Software of the Company
- Manage & handled Logistic / Transportation matters
- Maintain Record Keeping of all the official data according to the requirement of ISO.

OTHER WORK EXPERIENCE:

- ❖ **(ZONG) CMPAK LIMITED (Big City Tower, Lahore, Pakistan).**
(Worked as Customer Service Representative from July 2009 to December 2009).

JOB DESCRIPTION DURING THIS JOB:

- Maintained database inventory of Zong Customer Services Center
- Responsible for resolving customer issues with coordination of customer support department

COMPUTER SKILLS:

- Microsoft Office (word, excel, power point and outlook etc.)
- All Microsoft Windows, MS DOS, Q Basic & GW Basic.
- Accounting Softwares Microsoft Dynamic's Great Plane,Axapta,MCBA,
- Raid Accounting System (Arabic Accounting Software) and others.
- **SPSS** (Statistical Analysis Software)
- Finger-Tec/face detector employee's attendance machine.

ACADEMIC PROJECTS:

- **Investment in Pakistan's Capital Market.** (Investment in Shares of Public Ltd. Companies & Mutual Funds etc)
- To get the Maximum Profitability of Company's Funds by Fund Management
- **Entrepreneurship & SME Management** (Overall Feasibility of the Business Plan of Water Filter Manufacturing Process in Plant & its Overall Distribution Process and Legal Requirements for the Starting of this Business as a Private Ltd. Company in the Country, Also designed all the Financial Structure of the Business and Check the Financial Viability of the Project)
- **Strategic Management Process of Daewoo Express Co.** (Its Formulation, Implementation, Evaluation & Control)
- **Miscellaneous Projects** (Several Projects in Marketing, Human Resource & Organizational Behavior etc.)

OTHER INFORMATION:

- Good Command on Arabic & English Languages
- **Valid & Transferable Iqama**
- Valid Saudi Driving License

REFERENCES:

Mr. Azam Khawaja (Finance Manager of Jana Marine Services)

azam.khawaja@Jana-Ms.com

Cell no. +966 56 681 6482

Mr. Asim Nawaz (Finance Manager of Tharawat)

asim@tsapo.com

Cell no. +966 55 936 6437

Syed Ayaz Ejaz (Senior Auditor at Ernst & Young Audit Firm)

syed.ayaz@sa.ey.com

Cell no. +966 50 554 3272

Kooloth Sudharmman (Finance Manager of Al Rashed Peikko LLC)

Sudharmman@peikko.com

Cell no. +966 50 818 9479

- **Further references available on demand.**