



# ATTA UR REHMAN

## Accounts & Finance Professional

**Mobile:** +92-0300-5714594 **E-mail:** rahman.acma@gmail.com

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### EDUCATIONAL QUALIFICATIONS

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Management Accountant with 18 years of experience within diversified industries offering expertise in financial management, financial planning & analysis, and system development & implementation. Adept in conceptualizing & implementing accounting procedures with significant contributions in core business activities. Self-starter and strong team player with capacity to drive efficiency and financial performance along with analytical, problem solving, coordination, negotiation, communication and time management skills.

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### STRENGTHS

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- ✓ More than **10** years of Gulf work experience
- ✓ Finalizing Financial Statement & Analysis
- ✓ Accounting & Financial Records finalization skills
- ✓ Budgeting-forecasting-cost control skills
- ✓ Knowledgeable with GAAP, IFRS and IAS
- ✓ Diversified industry work background
- ✓ Working capital and cash flow management
- ✓ MIS/Financial reporting-variance & cost analysis
- ✓ Receivables & payables management
- ✓ Computer proficient with strong leadership skills

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### EDUCATIONAL QUALIFICATIONS

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<b>ICMAP (Part Qualified )</b> , Institute of Cost & Management Accountants of Pakistan	<b>2005</b>
<b>Master of Commerce, (M.Com)</b> , University of Peshawar	<b>2002</b>
<b>Bachelor of Commerce (Honors)</b> , University of Peshawar, Pakistan	<b>2001</b>
<b>Bachelor of Commerce</b> , University of Peshawar, Pakistan	<b>2000</b>

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### ACHIEVEMENTS

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- Successful in completing financial assignments within set timelines.
- Have been integral part of many senior level management committees wherein various issues of businesses e.g. Administration, HR, Procurement, Marketing and Finance etc. are discussed and recommendations made to the top management.
- Performed variance analysis and provided recommendations to management to solve weaknesses found.
- Gained experience, knowledge and understanding of business operations within the banking, general trading and manufacturing industries.
- Managed complete planning, implementation and operation of the ERP systems.

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### CAREER PROGRESSION

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<b>General Accounting Specialists</b> <b>Premier BPO, Lahore, Pak</b> Leading Consultancy & Outsourcing Group.	<b>Jan 2023 Till date</b>
<b>General Manager – Finance</b> <b>Transworld Wide Logistics Group, Canada</b> Logistics group with Subsidiaries companies.	<b>Nov 2021 –Dec 2022</b>
<b>Chief Financial Officer</b> <b>Allied Group of Companies, Mardan City, Pak</b> A renowned manufacturing group of companies.	<b>Jan 2017 –Oct 2021</b>

**Finance Manager****Jan 2013 – Jan 2017****Rixos Hotel, The Palm, Dubai, UAE**

A Five Star property with almost 25 branches all over the world.

**Finance Manager****Jan 2010 – Dec 2012****Al Nahrain Security & Safety, Sharjah, UAE**

Founded in 1997 committed to providing full range of fire alarm, firefighting

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**AREAS OF EXPERTISE**

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**Financial Planning, Preparing & Analysis**

- Financial planning and strategy experience (capital structure, working capital management, debt and equity financing, growth, and restructuring).
- Extensive knowledge of budgeting, variance analysis, forecasting, and financial modeling
- Financial support to decision making, costing systems and in performance evaluation.
- Completion of the commentary around variance to budget.
- Preparing the annual statutory accounts.
- Managing the company's financial systems.
- Corporate finance experience (private equity, M&A, company valuation, project finance)
- Thorough understanding of accounting principles and standards (IFRS & US GAAP), tax accounting and compliance with local statutory tax regulations
- Oversight of the month end process including ensuring the completion of the General Ledger and Balance Sheet reconciliations and production of the P&L statements.
- Preparation, Review, Analysis and vigilant analysis of financial statements on monthly, quarterly and yearly basis.
- Experience of managing external relations with banks, investors, customers and suppliers
- Managed small and large teams (up to 50 people)
- Experience of implementation and monitoring of control systems
- Experience of ERP system implementation for financial management module

**Banking, Credit Proposals & Payroll**

- Supervise and coordinate the activities of departmental payroll system include new joiners, leavers, EOSB, Gratuity, Leave management & casual team members.
- Prepare and summaries head count report to HR and finance for month end report
- Observe and manage quality regulations of entry of data of the total payroll records as per policies of the company.
- Monitor, review and approve all vacations in Oasys system after proper approval.
- Liaise with all department for any discrepancies in terms of attendance, leaves, service charges and payroll.
- Prepare, approve and disburse service charges on monthly basis in employees bank accounts.
- Prepare final settlements of team who left with approval from HR and finance and remove team from system.
- Liaise with banks including reconciliation, credit proposal along with TOR's and renewals of credit limits.
- Negotiating with different banks for the better credit limit which may require from time to time.
- Manage entire Import including LC Opening, amendments, retirements by negotiating with the bank.
- Effective prepare additions/deductions for all the team and get it done by every month.
- Expert in getting fruitful negotiations with commercial banks for the smooth operations.

**Taxation, Receivables & Payables Management**

- Associated with Receivables & Payable Process.
- Responsible for reconciliations of all vendors & customers on daily, weekly and monthly basis.
- Responsible for resolving any discrepancies if any occurs in Vendor Statement and our Sub-ledger.

- Analyzing Vendor Statement Reconciliation on daily basis and assisting AP team for adjustments.
- Prepare, approve and disburse service charges on monthly basis in employees bank accounts.
- Vigilantly manage AP & AR ageing analysis for effective efficient cash flow statement.
- Sharing reconciled statement with vendor and providing summary of all items and highlighting invoices which are in dispute.
- Participating in Weekly calls with different vendors and client to discuss status of pending items and highlighting challenges faced by team clear those items.
- Building effective relationship with vendors by providing remittance advices for payments.
- Working on Not in Statement items which are not claimed by vendors but still showing in our general ledger to get them cleanup from our ledger.
- Corporate Tax Planning, Tax Compliance & reporting, Tax litigation Management & Tax Transaction Structuring covering country wide operations. Also responsible for the close coordination with the Tax
- Timely reviewing & filing of monthly W.H.T. statement, annual W.H. Tax statement, monthly W.H. Tax statements of employees, Annual statement of employees & Annual Income Tax Return & Sales Tax Return & Provincial Returns.
- Preparation & follow up in attaining the exemption certificates of foreign payments.
- Follow up in attaining the amendment, exemption certificate in Provident Fund Rules.
- Preparation & follow up the Income Tax Refund cases.
- To check & maintain the record of Professional tax, Property tax & Advertisement tax.
- Tax Lobbying with the Government/Country Revenue Collector for the reduction in Tax Rates along with other stake holders of the industry. Ensuring a smooth Income Tax/ Sales Tax Audits and handling of Tax assessments proceeding with the tax authorities.
- International reporting on Tax matters and statutory requirement under IFRS.
- Review product pricing & circulate company product pricing of all SKU's change therein both local & imported products.

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### PROFESSIONAL TRAINING

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- Advance excel professional training from Institute of Cost and Management Accountants of Pakistan.
- Regular attendee of IFRS and IAS seminars held in Dubai.

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### IT PROFICIENCY

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Versed with Oracle based ERP, SAP (B1 & SAP HANNA), QuickBooks, Peachtree accounting Fidelio, Opera, Sun System, Oasys, Oracle NetSuite, MS Dynamics (Great Plains), CRA & ADP Payroll System. MS Office with advance excel techniques, internet and e-mail applications

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### PERSONAL DETAILS

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Nationality	:	Pakistani
Date of Birth	:	1 <sup>st</sup> October 1976
Marital Status	:	Married
Driving License	:	UAE Light Vehicle
Languages	:	English, Urdu, Pushto & Arabic