

# RIZWAN ULLAH

ACCOUNTING MANAGER / FINANCIAL ANALYST / CHIEF ACCOUNTANT / SENIOR ACCOUNTANT

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Availability: Immediately available | Nationality: Pakistani

Visa Status: Transferable | LinkedIn: <https://linkedin.com/in/rizwanullahk>

Address: Riyadh, Saudi Arabia | Languages: English, Urdu and basic level of Arabic.

## EXPERIENCED CHARTERED ACCOUNTANT

FINANCIAL PLANNING & ANALYSIS | PROJECT BUDGETING | COMPANY BUDGETING

Highly skilled and performance-driven professional with over eight years of experience in accounting, finance, auditing, and taxation. Proven expertise in fast-paced environments, excelling in comprehensive financial planning, external audits, taxation, and strategic financial recommendations. Adept at ensuring compliance through meticulous preparation of financial statements and adherence to IFRS, ISA, and the Code of Corporate Governance. Experienced in budgets, forecasts, and financial analysis with a track record of optimizing financial operations for enhanced efficiency. Skilled in risk identification and mitigation, delivering robust financial plans, and fostering collaboration to achieve quality outcomes. Effective communicator and problem solver with a commitment to continuous improvement.

### Areas of expertise:

- ✓ **Technical Skills:** Financial Reporting | Taxation | Auditing | Business and Company Laws | Budgeting and Forecasting | Accounts Payable/Receivable | Bookkeeping | Payroll Processing | Cost Accounting.
- ✓ **Software Proficiencies:** Proficiency with Accounting Software (Microsoft Dynamics, Odoo, Oracle, Foodic, and Wafeq), and spreadsheet Software (MS Excel, Word, PowerPoint & PowerBi (basic)).
- ✓ **Soft Skills:** Attention to Details | Analytical Thinking | Excellent Communication Skills | Effective Time Management | Strong Ethical Standards and a Commitment to Confidentiality | Team Collaboration | Adoptability.

## PROFESSIONAL EXPERIENCE

### SHALFA GROUP RIYADH, SAUDI ARABIA

(Financial Planning & Analysis-Senior Accountant)

(1 Year & 2 Months)

(July 2024 to Date)

- Prepared comprehensive project budgets, including budgeted financial statements for each individual project, ensuring accurate forecasting and financial planning.
- Developed company budget, aligning departmental inputs with organizational financial goals.
- Successfully uploaded and maintained Work Breakdown Structures (WBS) in Microsoft Dynamics. Managed all financial tasks related to project budgeting, including cost control, variance analysis, and financial reporting.
- Prepared VAT return workings in compliance with regulatory requirements, supporting timely and accurate tax submissions.
- Recorded and maintained payment and purchase transactions, ensuring proper documentation and alignment with internal controls and accounting standards.



LEATHER FIELD PRIVATE LIMITED, SIALKOT, PAKISTAN

(one year and 3 months)

Manager Accounts and Finance (LF Tanning Unit)

(March 2023 to May 2024)

Developed and delivered tactical, strategic, and operational financial plans to the Board of Directors and stakeholders, leveraging financial expertise to formulate quarterly, semi-annual, and annual budgets.

- Directed comprehensive bookkeeping duties (daily basis), overseeing accounts payable and receivable, cash management, sales, purchases, and fixed assets to ensure meticulous tracking of financial transactions.
- Ensured the accuracy of financial statements through strict adherence to IFRS (international financial reporting standards) and company laws, enhancing reliability in reporting.
- Streamlined month-end, quarter-end, and year-end reporting by verifying trial balances and resolving discrepancies..
- Analysed standard costs vs. actual production costs on a daily basis, identified variances, and aided in cost management.
- Conducted inventory counts on the 30<sup>th</sup> of each month, establishing control measures for inventory management.
- Successfully executed payment of payroll within the first 15 days of each month, managing tax compliance, resolving discrepancies, and optimizing payroll processes for organizational efficiency.



(12 months)

#### **USMAN TRADING COMPANY SARGODHA, PAKISTAN**

**Manager Accounts and Finance**  
**(February 2022 to February 2023)**

- Oversaw the complete accounting cycle, encompassing data compilation, analysis, and preparation of reports.
- Prepared financial statements in accordance with international financial reporting standards and company laws.
- Performed thorough reconciliation of accounts, statements, and ledgers within the first 7 days of the following month to ensure financial record accuracy.

#### **SARWAR AWAN & CO CHARTERED ACCOUNTANTS LAHORE, PAKISTAN**

(3 years and 6 months)

**Audit Associate (July 2018 to January 2022)**

Handled dynamic tasks spanning across audit, accounting, and finance. Demonstrated extensive experience gained through external audit and taxation assignments, effectively overseeing and managing the financial functions of diverse clients. Conducted comprehensive client financial verification through external audit procedures, including client engagements while ensuring adherence to regulatory standards and internal controls.

- Tasked with executing taxation assignments, including withholding tax statements (Successfully filled WHT statements within 7 days following the end of each week), tax audits, withholding and income tax returns, and filing general Sales Tax returns (Successfully filled and submitted on the IRIS portal at the 18<sup>th</sup> of each month), as well as overall tax planning.
- **Client Portfolio:** Supervised external audits and tax assignments as a Senior Associate for a diverse portfolio of clients, including, but not limited to, Noon Textile Mills (Pvt) Limited, GHC International (Pvt) Limited, Bannu Construction (Pvt) Limited, Bin Qutub Foundation, and Highnoon Laboratories Limited.

### **EDUCATION/ACADEMIC BACKGROUND**

1. **CA (Finalist)**—Institute of Chartered Accountants of Pakistan
2. **SOCPA**—Saudi Organization for Certified Public Accountants (Membership)
3. **PGDPA**— (Post graduate diploma) Institute of Certified Public Accountants (Pakistan)
4. **ACCA (8 Papers)**—Association of Chartered Certified Accountants

### **TRAINING AND CERTIFICATIONS**

#### **PRESENTATION AND COMMUNICATION SKILLS COURSE (2017)**

(CFE Group of Colleges—Lahore, Pakistan)

- ✓ PCSC-01
- ✓ References will be furnished on demand.