



# ABDUL REHMAN

## Account Officer



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Multan, Pakistan



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## PROFILE

Detail-oriented Account Officer with 3.5 years of experience in financial transactions, account reconciliation, and financial reporting. Skilled in accounts payable/receivable, bank reconciliation, general ledger maintenance, and financial analysis. Proficient in Oracle ERP, APEX, QuickBooks, and Excel, ensuring accuracy and efficiency in financial operations. Strong problem-solving skills with a commitment to regulatory compliance and process improvement.

## SKILLS

- Accounts Payable & Receivable
- Bank & Ledger Reconciliation
- Payroll Processing
- Fuel Inventory & Stock Management
- Accounting & Financial Management
- Invoice Processing & Billing
- General Ledger Maintenance
- Accounting Software (Oracle ERP, APEX, QuickBooks)

## PROFESSIONAL EXPERIENCE

11/2021 – present  
Multan, Pakistan

### **Account Officer**

Faisal Movers

- Managed fuel stock inventory, ensuring accurate tracking, reporting, and reconciliation of purchases and consumption.
- Prepared monthly financial reports, including profit and loss statements and balance sheets, for management review.
- Reconciled bank statements and general ledgers, resolving discrepancies in a timely manner.
- Processed vendor invoices and handled payment requests, ensuring accuracy and maintaining strong vendor relationships.
- Managed accounts payable & receivable, ensuring timely payments and collection of outstanding dues.
- Managed staff traveling allowances, ensuring accurate calculations, reimbursements, and compliance with company policies.
- Processed and monitored route-wise department expenses, maintaining detailed financial records and cost analysis for operational efficiency.
- Assisted in payroll processing for 30+ employees, ensuring accurate salary disbursement.

- Utilized Oracle ERP, APEX, QuickBooks, and Excel to streamline accounting operations and reporting.
- Supported month-end closing processes by preparing financial documents and reports

## EDUCATION

08/2017 – 09/2021      **BBA (Banking & Finance)**  
Multan, Pakistan              Bahauddin Zakariya University

## COURSES

06/2018 – 08/2018      **Diploma in Office Management**  
Multan, Pakistan              Ramzan Computer Center & Academy

## LANGUAGES

Urdu	● ● ● ● ●	English	● ● ● ● ●
punjabi	● ● ● ● ●	Saraiki	● ● ● ● ●

## INTERESTS

- Cricket
- Travelling