

RANA MUHAMMAD YOUSAF



CONTACT

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PROFESSIONAL SUMMARY

A highly self-motivated finance professional with 10 years of experience in multi-sector and multi-culture organizations.

I am an ACCA member since 2017 with BSc. Hons, UAECA and CPA

I have gained expertise in Accounting software's Sage X3, Focus, QuickBooks, Tally, Xero, and Peachtree

SKILLS

- ERP implementation
- Balance Sheet analysis and reporting
- Month-end closing entries including accruals and provision
- Budgeting and forecasting
- Inventory management
- Payables management and dealing with international suppliers
- Project Accounting
- VAT
- Profit and Loss reporting and commentary
- GL management
- Sales & GP Analysis and reporting on variances
- Costing and overhead management
- Receivables management, reduction in bad debts, and credit insurance management.
- Internal and external audit
- Payroll

ACCOMPLISHMENTS

- Efficiency in the month-end closing process by bringing management accounts to 7 days end of month
- Product-wise profitability introduction and reporting
- Credit insurance policy introduction in the organization
- Brought Payroll preparation in the house
- Costing improvement for specific products
- Sage ERP Implementation

EDUCATION

ACCA Member, BPP University, Manchester, United Kingdom

BSc(Hons) Applied Accounting, Oxford Brooks University-London

CPA, Certified Public Accountant-CPA

UAECA, Emirates Association For Accountants And Auditors

EXPERIENCE

Crown Care Services | Preston, UK

- September 2022 - Current

Management Accountant

- Month-end closing adjusting entries
- Preparation of weekly cash flow
- Weekly & Monthly P&L preparation and commentary to management
- Month-end Balance sheet and commentary to management
- Monthly GP margin analysis customer-wise and reporting to management
- Maintain general ledgers
- Weekly sales report and analysis on any deviation from budgets
- Preparing & processing weekly payroll for 200+ staff through PAYE
- Receivables ageing management including Credit Insurance Policy management
- Accounts payables management
- Budgeting and forecasting
- Intercompany reconciliation
- Fixed Asset Management
- Dealing with external Audit assignment

Delivery Hero AG, Talabat | Dubai, UAE

- October 2021 - August 2022

Group Accountant

- Liaising with external and internal auditors
- Group Consolidation
- Intercompany reconciliation
- Preparing asset, liability, and capital account entries by compiling and analyzing account information
- Month-end reporting and consolidation
- Group statutory reporting
- Quarterly bank reporting

Mirak Group | Dubai, UAE

- September 2017 - September 2021

Chief Accountant

- Successfully implemented of Sage X3 ERP system in the Mirak organization by supporting the implementation team including opening balances, chart of accounts, and mapping
- Project Accounting- Doing assignments on different projects within the organization from time to time and timely reporting to management on project costs/overheads/income and profitability
- Preparation of monthly cash flow, BS, P&L
- Monthly closing entries, currencies rates, and revenue calculations for month-end closing
- Ensuring timely overall closing process, compliance with company policies, procedures

- Monthly payroll closing entries
- Handling Insurance Department
- Accounts receivable insurance by fulfilling all criteria of receivables insurance including aging, credit limits, insurance approvals, and quarterly declaration
- All other insurance including Property all risk, workmen compensation, medical and fleet insurance
- Supervising teams of Accounts payable and Accounts receivable department and reporting to management on aging, and cash flow management.
- Handling all bank-related facilities including invoice discounting, loans, and payments.
- VAT quarterly returns

Knowlton Consulting | Dubai, UAE

- April 2015 - August 2017

General Accountant

- Company Financial Statements, Cash Flows, Financial Ratios, as per IFRS & industry specific practices
- Auditing revenues, trade receivables, credit facility agreements & payment collections thru group policy, examining adjustments throughout the year
- Preparation and Presentation of Group Sales Comparison report monthly to Chairman
- Debtors & Creditors, their aging & reconciliations
- Preparation of payroll(WPS), gratuity
- Managing the Fixed Assets of the company including fixed assets register maintenance, addition / deletion of assets, preparing depreciation schedule.

TAGM & Co. Chartered accountant | Lahore, Pakistan

- June 2013 - December 2014

Audit Associate

- Doing external audit assignments for diversified clients
- Preparation of individual company Financial Statement as per International Financial
- Reporting Standards (IFRS) and management reports, booking of accruals, and period closing
- Preparation of Audit Reports.

RGIS | Manchester, UK

- June 2011 - December 2012

Inventory Auditor

- Responsibilities Included
- Providing inventory quantity and value to client
- Providing initial training about instruments and techniques to new staff
- Preparing payroll for Manchester division of more than 1000 employees