



# MUHAMMAD RAHEEL (SENIOR ACCOUNTANT)

## CONTACT DETAILS



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050 610 6286



AL HASSAN TOWER, ETIHAD ROAD,  
SHARJAH, UAE.

## SUMMARY

Certified accountant having a strong work experience of more than 9 years in the field of accounting, auditing, controlling, and finance within multinational companies. I have diversified experience in the field of Retail and FMCG sector as well. With the help of my professional experience and knowledge in the field of Accounts. I played a key role in enhancing the organization's efficiency through the expertise that I have gained in my Professional Career.

## SKILLS

VAT Specialist, Effective Communicator, Proactive, Negotiator, Listener, Influencer,

## PROFESSIONAL EXPERIENCE (9 YEARS+)

### SENIOR ACCOUNTANT

INSIGNIA, STYLO GROUP, PAKISTAN  
MAR 2023 – PRESENT

### SENIOR ACCOUNTANT(PAYABLE)

ASIAN FOOD INDUSTRIES - FMCG, MAYFAIR GROUP, PAKISTAN  
OCT 2019 – MAR 2023

### ACCOUNTS SPECIALIST (RECEIVABLE)

CROSS STITCH - RETAIL BRAND, AYESHA GROUP, PAKISTAN  
OCT 2017 – OCT 2019

### ACCOUNTS EXECUTIVE (PAYABLES)

CROSS STITCH - RETAIL BRAND, AYESHA GROUP, PAKISTAN  
SEP 2014 – OCT 2017

## EDUCATIONAL BACKGROUND

### MBA FINANCE

### MASTERS IN BUSINESS ADMINISTRATION - FINANCE

UNIVERSITY OF CENTRAL PUNJAB, LAHORE PAKISTAN  
JAN-2017 – DEC-2019

### B.COM BACHELOR OF COMMERCE (HONS.)

HAILEY COLLEGE, UNIVERSITY OF PUNJAB, LAHORE PAKISTAN  
JAN-2010 – DEC-2014

### CMA - CERTIFIED MANAGEMENT ACCOUNTANT (IN-PROGRESS)

INSTITUTE OF COST AND MANAGEMENT ACCOUNTANT, LAHORE PAKISTAN

## ERP AND ACCOUNTING SYSTEMS

- SAP FI-CO
- SAP S/4 HANA, B-I
- MS DYNAMICS AX 365
- ORACLE FINANCIAL 12
- PEACHTREE
- QUICKS BOOKS
- TALLY MARKS



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Retail Pro, Candela, Ms. Excel,  
Word & PowerPoint,

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## KEY RESPONSIBILITIES

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### Major skills

ERP (SAP) Implementation  
Financial Management  
Ap-GL Management  
Cash Flow Management  
Financial Digital Transformation  
Financial Risk Management  
Audit Readiness

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### SENIOR ACCOUNTANT

INSIGNIA, STYLO GROUP, PAKISTAN  
MAR 2023 – PRESENT

#### Key Responsibilities:

- Managing 500 plus suppliers' advances, petty cash, and other payments.
- Coordination with 250 plus retail network one of leading brand.
- Ensuring the payments compliance with the specific purchasing contract and accounting procedures.
- Ensuring that all administrative operations documentation and filling systems are carried out systematically and effectively.
- Provide expert guidance and support to internal stakeholders on Tax related matters
- Liaison with the Banks related to MIS Report of Credit Card Payment.
- Bank Statement, Vendors, and AP-GL Reconciliation.
- Implement effective strategies to optimize cash flow and report to senior management on daily, weekly and monthly basis.
- Providing the Financial Budget to the departments.
- Assisting the CFO in preparation of the Financial Accounts monthly.
- Developing Ad-Hoc reports to support management review of operations.
- Review the Closing entries at end of the month for finalizing Accounts.
- Review the Fixed assets reports at the end of the month and also ensure that the depreciation run has been escalated.
- Coordination with E-commerce Channels and Courier Services for the settlement of COD Payments.
- Perform meticulous reconciliations between the general ledger (GL) and Tax registers, ensuring data integrity and compliance.
- Prepare & file monthly GST Tax returns in strict adherence to local tax regulations, ensuring accurate and timely submissions.

### SENIOR ACCOUNTANT(PAYABLE)

ASIAN FOOD INDUSTRIES - FMCG, MAYFAIR GROUP, PAKISTAN  
OCT 2019 – MAR 2023

#### Key Responsibilities:

- Review and analyzing the weekly aging report for 1000 plus Vendor Due Payments.
- Managing the payment with allocated budgets and resolve the payment discrepancies and disputes in timely manner.

- Coordination with the Banks related to the online payment's portal (IBFT's, IFT's and I Bill Invoice).
- Finalizing the Final Settlement of Distributors and Employees.
- Assisting and analyzing the monthly financial accounts and prepare the Stock Reports required for bank & insurance companies for smooth run of Credit facility provided by the banks.
- Presenting the Export Customers Exposure Report to the CEO on weekly basis related to the Stock and Capital Position.
- Preparing the Custom Duty for Procurement related to the stock.

### **ACCOUNTS EXECUTIVE (PAYABLES)**

CROSS STITCH - RETAIL BRAND, AYESHA GROUP, PAKISTAN

OCT 2017 – OCT 2019

#### **Key Responsibilities:**

- Coordination to 150 plus Retail Outlets for daily Deposit and Sale.
- Liaison with banks for MIS report reconciliation related to the Credit Card Sales.
- Filling and submitting the Income Tax and Sale Tax Payment monthly.
- Bank Statement and Vendor Reconciliation.
- Ensure the payment related to Salaries, EOBI and Social Security.
- Approve and analyze the Mark up Calculation related to the Credit Facility provided by the bank.
- Ensure timely installments to the bank related to the Loan Repayment.
- Review the Record Management & Audit Readiness.
- Review the Sale and Bank Position Daily.

### **ACCOUNTS EXECUTIVE (PAYABLES)**

CROSS STITCH - RETAIL BRAND, AYESHA GROUP, PAKISTAN

Sep 2014 – Oct 2017

#### **Key Responsibilities:**

- Coordination with head office for the documentation required for payment purpose.
- Ensure that each payment documents have complete trail from Purchase Request to Invoice.
- Liaison with Vendors for Debit Claim and ensure to generate Debit Note in the system.
- Reporting to the Accounts Department for Debit Note Clarification.
- Item Creation and Stock Transfer approval in SAP.
- Analyze Stock Reporting and internal and external Transfer of Stock.