

JAVAD UR REHMAN

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FINANCE / ACCOUNTS / INTERNAL AUDIT / EXTERNAL AUDIT

Seeking challenging assignments to leverage experience and expertise with an organization of repute

Dynamic and multi-skilled **Accounts & Finance Professional** offering **6 years** of extensive experience in **developing and implementing Accounting & Financial Systems, Auditing, Accounting, Financial Reporting, ERP Implementation and Financial Management.**

- Hands-on experience in the **development of plans and procedures for cost management, profit enhancement and financial management**
- Expertise in **drafting Financial Statements, dealing with Auditors and Budgeting**
- Thorough knowledge of **International Financial Reporting Standards (IFRS)**
- **Audit assignments handled:** Askari Investment Management Limited, (Internal Audit), Inter States Gas Systems (Pvt) Limited (Internal Audit), Wah Nobel Chemicals Limited, Canteen Stores Department (CSD), Saudi Pak Industrial and Agricultural Investment Company Pvt Limited, SME Bank Limited, Wah Nobel Acetates Limited, Wah Nobel Private Limited, Wah Industries Limited, Transworld Associates (Pvt) Ltd, LCC Pakistan Pvt Limited, Dancom Pakistan Pvt Limited, Mari Gas Company Limited, Eastern Power Company Limited
- Advance user of **Excel (expert in Pivot table, Vlookup etc)**
- Skilled planner, strategist and implementer with demonstrated success in devising strategies, plans and establishing financial controls to achieve smooth functioning of the organization, with profitability
- Proven analyst with skills in devising and implementing policies/ procedures for accomplishment of business goals in pre-set parameters; proficient in conceptualizing innovative & effective management systems with aim of streamlining processes
- Expertise in analyzing and improving systems and procedures, designing internal control systems and facilitate effective decision-making
- Perfect team manager having ability to lead cross-functional project teams and integrate their efforts to maximize operational efficiency
- Keen understanding of the entire gamut of Finance operations encompassing Finance & Accounts, Liaison with Banks & other Financial Institutions and Govt. Authorities
- Strong motivator, a team player with an eye for details. Enterprising leader with a solid record of contributions leading to lowered risk, heightened productivity & enhanced internal controls
- Previously associated with **ZULTEC, Jeddah, Saudi Arabia as Manager Accounts**

COMPETENCY MATRIX

- | | |
|---|--|
| ■ Accounts & Finance Operations | ■ ERP Implementation |
| ■ Audit Strategy & Plan | ■ Financial Accounting Systems & Reporting |
| ■ Strategic Financial Planning | ■ Business Development |
| ■ Accounting Standards & Principles | ■ Client Interaction |
| ■ Audit Programs & Procedures | ■ Executive Leadership |
| ■ Financial Statement Drafting & Analysis | ■ Team/People Management |
| ■ Data Analysis | ■ Training & Mentoring |

COMPUTER PROFICIENCY

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|--------------------------|------------------|
| ■ ERP | ■ Microsoft Word |
| ■ Microsoft Excel | ■ Power Point |
| ■ Microsoft Great Planes | ■ BAAN |

EXECUTIVE HIGHLIGHTS

ZULTEC

- Significantly implemented Purchases & Financial Module
- Successfully initiated implementation of Payroll Module

NETKOM TECHNOLOGIES

- Successfully improved payroll system and implemented Accounting System (Peachtree)
- Efficiently implemented project reporting system to help access financial health and recovery status of projects based on operational weekly reports
- Successful in designing and implementing payable and receivables processes

GRAND THORNTON PAKISTAN

- Significantly developed audit strategy and audit plan which in turn included obtaining understanding of client's business, information systems and internal control environment
- Designed appropriate procedures and audit programs using GT Explorer and Audit CARE and modified audit procedures throughout the engagement based on new, complicated or specialized circumstances

PROFESSIONAL EXPERIENCE

ZULTEC, Jeddah, Saudi Arabia Manager Accounts (Reporting to CFO)

(Oct'11 - Dec'11)

Key Deliverables:

- Played an active role in ERP Implementation (Microsoft Dynamics GP), Inventory Module, Payable, Payments, Payroll, Expenses, Bank & Cash
- Revalued foreign supplier balance on monthly basis
- Supervised branches on relevant issues
- Ensured timely recording of vendor payments and adjustments
- Reviewed and adjusted advances to suppliers on monthly basis
- Ensured proper recording of inventory items and proper updation of inventory and supplier balances
- Managed payroll preparation and payment
- Handled job order costing function of printing and Fabrication
- Reconcile physical stock

CONSULTANT for different Companies including JAMJOOM, Jeddah, Saudi Arabia during Feb'11 & Mar'11

(Jan'11 - Sept'11)

Key Deliverables:

- Efficiently drafted Statutory Financial Reports
- Assisted CFO in all matters relevant to closing of books
- Reconciled payable and receivables year ending balances
- Provided assistance in sales, purchase transactions in BAAN accounting system
- Extracted different reports for reconciliation and closing purpose

NETKOM TECHNOLOGIES, Islamabad Pakistan Senior Manager Finance & Accounts (Reporting to CEO)

(Mar'10 - Dec'10)

Key Deliverables:

- Spearheaded Finance and Accounts department (F&A), and involved in developing, establishing, and executing a comprehensive plan to strengthen F&A department
- Successfully established control procedures, implementing and monitoring control environment
- Actively participated in strategic decision making as a member of executive committee
- Prepared periodic reports on financial health and coordinated with CEO on matters to be addressed
- Responsible for briefing CEO on financial status of different projects and comparison with status of work performed to assess their financial health
- Trained and mentored direct subordinates and provided support for career development
- Initiated effective and prompt communication and follow-up with the customer on all pending matters
- Drafted Budgets, monthly Accounts as well as Financial Statements

GRAND THORNTON PAKISTAN, (ANJUM ASIM SHAHID RAHMAN) Islamabad Pakistan Audit Senior (Reporting to Audit Manager)

(Jan'06 - Feb'10)

Key Deliverables:

- Drafted quality deliverables for review (get it right the first time concept)
- Efficiently monitored team progress towards completion of work and adjusting work plan where necessary
- Instrumental in planning and allocating resources to meet audit objectives
- Evaluated financial information provided by the client
- Reviewed financial statements against the evidence collected in the audit process
- Advised clients on improving their internal control systems by identification of risk areas and recommended strategies for reducing risk through preparation of Internal Control Memorandums
- Suggested clients on regulatory obligations
- Drafted Annual Accounts/Financial Statements for listed / unlisted clients

EDUCATIONAL CREDENTIALS

- Pursuing **ACCA** from Association of Certified Chartered Accountants (3 papers remaining)
- **CA Inter** from Institute of Chartered Accountants of Pakistan in 2006
- **BA (Economics)** from Punjab University in 2004

TRAININGS ATTENDED

- Attended GT-Islamabad training on Audit Horizon and Methodology and control risk assessment
- Underwent pre Budget seminar by ICAP in Islamabad Club 2010
- Attended Grand Thornton Audit Methodology sessions in Islamabad

PERSONAL PARTICULARS

Date of Birth: 1st May, 1979
Languages Known: English, Arabic and Urdu
Location Preference: Jeddah
Visa Status: **Work Permit (Transferable IQAMA)**
References: Available upon request