

RASHID AHMAD



Personal

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Dubai
- Phone number**
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- Email**
legendrashidkhan@yahoo.com
- Date of birth**
25-12-1981

Education and Qualifications

- Chartered Accountant (Final)** Jan 2012 - Jun 2016
Institute of Chartered Accountants of Pakistan
- Associates Accounting Technics (AAT)** Mar 2005 - Feb 2008
Pakistan Institute of Public Finance Accountants
- Bachelor in Commerce** Apr 2002 - Feb 2004
University of Agriculture of Faisalabad

Work experience

Manager Accounts and Finance Apr 2024 - Mar 2025

Westminster Holiday Homes Rental LLC, Dubai

- Posting all revenues and expenses in Zoho accounting software
- Maintaining of trial balance of the company
- Preparing financial statements of company like balance sheets, income statement, cash flow statements
- Preparing and filing vat returns
- Company registration in corporate tax and complying with relevant requirements
- Preparing revenue and payout reconciliations for different income streams of the company and reporting to CEO
- Preparing cash sales reports and presenting to CEO

Senior Associates Jan 2022 - Mar 2024

Ahmad Alagbari Chartered accountants, Dubai

- Preparation of financial statements of various clients of firm
 - Conducting audit of financial statements of clients of firm
 - Filing of VAT returns of clients of firm
 - Bookkeeping for various clients of the firm in QuickBooks online ,Xero, Zoho and tally software
 - Visiting clients for review of books of accounts and stock taking and reporting
 - I was outsourced by Dubai Community Management-Dubai Holding for six months where I performed following duties
 - Receiving, processing and reconciling invoices with P.Os and WCR
 - Invoices booking in oracle system of DCM and MERAAS
 - Making arrangements for validation of invoices
 - Charging expenses to respective accounts and cost centers
 - Preparation of suppliers reconciliations of DCM and MERAAS
 - Supporting manager finance in making payments to suppliers
 - Correspondence with suppliers regarding payables
 - Following are major clients of the firm for whom I handled audit, accounting and tax
1. Siam trading LLC (Frozen meat product dealer in UAE)
 2. Dynamic motion LLC (Interior designers KSA and UAE)
 3. Al Imran group of companies (A/C spare parts distributor)
 4. Direct debit system (Software developer)
 5. Brownie points cakes and confectioners

Manager Accounts and Audit Jan 2019 - Nov 2021

Real Time Business Consultants, Dubai

- Visiting different clients from construction, engineering, advertisement, health, stationery, transport, hotel and other service sectors to work in Tally ERP 9 and Quick Book to maintain trial balance and prepare Balance Sheets, Profit and Loss Account and Cash Flow Statements of companies
- Maintaining receivable and payable accounts of companies and pursuing the amount receivables.
- Preparation of bank reconciliation of such companies
- Maintaining fixed assets register and fixed assets schedule
- Maintaining trial balance of such companies in tally ERP 9, quick book and sage 50 through

Assistant Manager Finance

Jul 2012 - Dec 2018

Zahid Jee Textile Mills Limited, Faisalabad

- Make the arrangements to obtain short term and long-term finance from banks i.e Term finance, cash finance, export running finance etc.
- Preparation of monthly outstanding balances of such finance facilities obtained
- Stock reporting to the various banks against cash finance and export running finance.
- Make the arrangements to get the charges and mortgages registered with SECP
- Documents preparation for renewal/ Establishment of Finance Facilities/Credit limits i.e. Running Finance, cash finance and long-term loans.
- Make the arrangements for Annual and quarterly Audits such as preparing the audit details, ageing of debtors/creditors, making the arrangements for financial statements printing annually and quarterly, issuance of notices to members for A.G.M etc.
- To keep the record of secretarial documents such as memorandum and articles of association, certificates of incorporation and commencement of business, form-3, Form-29, Form-26, Form A etc
- Assisting the manager accounts in his work
- Making the arrangements for Bonus Shares issue such as preparing the list of shares holders, giving them distinctive numbers and maintaining the accurate records of current shares holding, making the arrangements for printing of shares certificates and printing the certificates for sending them to shares holders.
- To deal and correspond with shareholders and shares registrar to transfer their shares, issuance of new shares or duplicate shares etc. in compliance with requirement of companies ordinance 1984.
- Assisting in conduct of audit of ISO 9001

Audit Supervisor

Jan 2009 - Jun 2012

Kreston Hyder Bhimji & Co Chartered Accountants, Faisalabad

- Assisting in the preparation of overall audit strategy, planning, execution and completion of audit assignments including analysis of existing organizational internal controls and accounting structure of clients, evaluating potential risks and advising management of remedial action.
- Coordinating with the clients from planning to execution stages of audit engagements
- Effectively managing the audit process with appropriate consideration of audit risk issues and accounting technical matters
- To ensure compliance with the International Standards on Auditing (ISAs)
- To apply the International Financial Reporting Standards (IFRS) and to ensure preparation of financial statements in compliance therewith.
- Devising, implementing and auditing internal controls of internal audit engagements.
- Leading and management of fieldwork on clients, liaising with other departments to ensure smooth delivery of the audit process

Audit Officer

Jan 2006 - Dec 2008

Kamran Textiles Mills Limited, Faisalabad

- I established control over payments process and detected excess payments previously made by accounts department.
- I conducted audit of process relating to freight and logistics and detected excess payments and errors in billing process.
- I conducted the audit of inventory system and smoothed the process
- My routine work was to conduct the audit of Clearing bills of import and export, ocean freight charges, bills from Faisalabad dry port trust, bills from local forwarders, Bills from DHL Pakistan (pvt) Ltd, purchase vouchers, bank vouchers, cash vouchers, journal vouchers, and final settlement of employees' files from Human resource department, Salaries at the end of month and bank reconciliation