

Rehmat Jan

Looking for a challenging position with an organization, utilizing exceptional accounting and analytical skills with a proactive approach to overcome hindrances and implement prudent financial management

CONTACT

+968 9830 6168
MUSCAT OMAN
jan.rehmat001@gmail.com

EDUCATION

MBA in Finance University of Karachi

B.Com from KIU

I.Com from KIU

SKILLS

Proficient in Microsoft Office Suite
(MS-Excel, MS-Dos, MS-Word, MS-Access)
and Internet surfing

Experienced in working on Busy accounting
software, Tally 9 ERP Versions

SKILLS

Sales and Marketing Skill

Accounts and Communication Skill

Language Skills: Excellent verbal and written
communication skills in English

CAREER SNAPSHOT

- Meticulous financial champion with bachelor in Commerce and 10+ years of indigenous experience in Financial Planning, Analysis, Auditing Procedures and Accounting Principles GAAP.
- Accountant : skilled in outlining audit systems; proficiently monitors budgetary matters to achieve financial accountability and transparency.
- Expert in billings and collections with significant experience managing balance sheets and management status reports for blue chip organizations.
- Hands on experience in Bank Reconciliation, Filing of e-TDS Returns, Sales.
- Consensus builder with admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Compassionate team leader and mentor, encourages personal and professional growth for all to succeed.

AREAS OF EXPERTISE

- Accounting Management
- Managing Billings & Collections
- Financial Reporting & Auditing
- Bank Reconciliations
- Strategic Financial Analysis
- Advance Accounts (Online Finalization)
- Client Relationship Management
- Sales and Marketing
- Hotel Management
- Balance sheet Management
- Statutories Compliance Management

AVAILABILITY

- Work visa of Oman

PROFESSIONAL EXPERIENCE

Designation	Organization	Duration
Manager	Hunza Garden, Pakistan	Jul 2024 - Sep 2024
Sub Contractor	UNDP Gfop II in Pakistan	May 2024 - July 2024
Sales & Marketing	Pak - China Trade in Pakistan	Oct 2023 - May 2024

PROFESSIONAL EXPERIENCE

Designation	Organization	Duration
Assitant Branch Officer	Dawood Family Takaful Pvt Ltd	Jul 2020 - Sep 2022
Assitant Branch Officer	Adam Jee Life Assurance Pvt Ltd	Sep 2022 - Sep 2023
Accountant	Karakurm Medicine Company	Oct 2017 - May 2019
Executive Custom Service	TPL Pvt Ltd	Jan 2017 - Sep 2017
Auditor + GSO	Serena Hotel Pakistan	May 2013 - July 2015

AS ACCOUNTANT (KARAKURM MEDICINE COMPANY):

- ✚ Handling the day to day transactions of all the accounts and finance like bank reconciliation, journal entries, sales and purchases, coordination with banks and shipments
- ✚ Preparing quality and focused analytical reviews that support the financial reporting of the company
- ✚ Implementing necessary changes required in finance operations across the company
- ✚ Analyzing billing variances and investigating significant discrepancies
- ✚ Taking the lead role in all financial planning activities and dealing with any queries from the auditors
- ✚ Preparing monthly P&L and Balance Sheet reporting including commentary on all material variances
- ✚ Having regular interactions with senior financial officers across the company
- ✚ Providing expert top level accounting advice to work colleagues
- ✚ Ensuring that all accountings records comply with company and statutory requirements
- ✚ Maintaining balance sheet sub-ledgers and performing any monthly reconciliations
- ✚ Compiling and presenting detailed monthly, quarterly reports for Senior Management perusal and acting as the focal point in preparing year-end

AS AUDITOR (SERENA HOTEL GILGIT):

- ✚ Performed various audits such as Sales Tax/vat and Cost Audit, Income Tax Audit, Banking
- ✚ Transactions Audit, Cash Audit, Society Audit, Internal Audit
- ✚ Performed financial audits to ensure that financial statements were fairly presented
- ✚ Performed tests of internal controls to ensure effectiveness and tested account balances
- ✚ Prepared management reports on audit findings regarding the state of the company's record keeping systems and financial health
- ✚ Provided constructive recommendations for improvements; drafted audit reports for management review.

REFERENCES ARE AVAILABLE UPON REQUEST