

Rizwan Tariq

Accountant



Address

Contact No.

Email

Sharjah – United Arab Emirates

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Professional summary

To be associated with a dynamic organization with progressive management.

Steadfast Accountant with 20+ years' experience familiar with managing multimillion-dollar business operations. Excellent reporting, record keeping and relationship-building abilities.

Detail-oriented team player with strong organizational skills. Ability to handle multiple tasks simultaneously with a high degree of accuracy.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- ❖ Financial Reporting
- ❖ Accounts Payables
- ❖ Accounts Receivables
- ❖ LC & Bank Guarantees
- ❖ Proficiency in Accounting Software
- ❖ Critical Thinking
- ❖ Effective Communication
- ❖ Attention to detail
- ❖ Problem Solving
- ❖ Time Management

Work History

July 2019 - July 2020

Finance Officer – Payables

Dubai Aviation Corporation – Fly Dubai

- Received Vendors invoices and performed three-way matching to verify and book, post and process them.
- Maintain meticulous records of outstanding payables.
- Check & Reconcile the booked invoices to ensure the accuracy and submit to the payment officer.
- Process the passengers claim for Delay/Lost Baggage and Delay/Cancelled Cargo shipment.
- Process the Refund Memos for Flight Cancellation and Delay Compensation.
- Coordinate with the Distributors and process their accounts for Top-up.
- Process the Distributors monthly commission invoices.
- Update the Suppliers Outstanding Balance Report weekly.
- Assist with the monthly closing activities.
- Practice effective monitoring to ensure payments are made to vendors in a timely manner.

May 2008 – Nov 2016	Treasury Accountant	Al Masood Bergum WLL
• Preparation of consolidated financial statements and intercompany transactions reports. • Prepare, examine, and analyze cash flow projection • Dealing with banks for fund arrangements and other facilities. • Applying for New Bank Guarantees & LCs. • Follow up with Internal Departments on Cancellation of Bank Guarantees. • Preparation of Interest and Loans schedules and computation of interest on outstanding loans. • Analyze & pass the entries of pre-payments, depreciation, accruals, etc. • Liaise with Payroll Department for Salary & Wages disbursement. • Liaise with Insurance Brokers on insurance requirements. • Managing accounts receivables & liaises with payable department and prepare relevant reports. • Weekly and monthly Bank Reconciliation for all the Bank Accounts. • Handling Customers PDCs & all cash transactions. • Accounting & controlling of all Credit Notes issued to Customers. • Co-ordinate & liaise with auditors for annual audit.		

July 1995 – May 2008	Senior Accountant	Peeraj Group
• Preparation of MIS reports (P&L, Balance Sheet, Cash Flow, AR/AP Ageing Analysis, etc.) • Preparation of monthly Debtors Statements of Accounts. • Follow up with Debtors for inward Payments. • Processing of payments to suppliers. • Dealing with Banks. • Coordination with all the branches of the Group. • Weekly & monthly Bank reconciliation. • Monthly inter-company reconciliation. • Involve in preparation of staff salary. • Involve in annual Audit and Finalization.		

Education

Bachelor in Commerce (Accounting & Finance)

(Punjab University, Lahore - Pakistan)

Language Skill

❖ English	Fluent/Proficient
❖ Urdu	Native/Advanced
❖ Arabic	Basic

Computer Skill

Excellent computer skill in MS Office. Well versed in Accounting ERP Oracle, Orion, Focus RT, Quickbook.