

Rehman Ullah

Date of birth: 14 Mar 1999 | **Nationality:** Pakistani | **Phone:** (+92) 3171907021 (Mobile) | **Email:** rehman92693@gmail.com |

Address: District Nowshera, Tehsil Pabbi, Village Dagi Qadeem, 24200, Kpk, Pakistan (Home)

ABOUT MYSELF

Dedicated and detail-oriented finance professional with a Bachelor of Business Administration degree with specialization in Finance, possessing a strong foundation in financial principles, accounting standards, and analytical techniques. Proven ability to analyze financial data, identify trends, and provide insights to drive business growth

WORK EXPERIENCE

4 SEP 2023 - CURRENT Rawalpindi, Pakistan
ACCOUNTS OFFICER COMTANIX

- Recording and reconciling financial transactions such as expenses, income, assets.
- Performing internal audits of financial statements.
- Reconciling bank statements and managing cash flow.
- Performing Payment Verification & Payment tagging.
- Managing bill payments and accounts payable/receivable.
- Conducting financial analysis for investment decisions and creditworthiness assessment.
- Ensuring compliance with financial regulations and standards.
- Identified and addressed errors or discrepancies in tax filings.
- Preparing and submitting sales tax returns and payments for clients.
- Registering new business with the Secretary of State's Department and making sure they abide by state legal requirements. Internal audits are also done by implementing audit procedures.
- Able to use capabilities in QuickBooks Online, such as vendor and customer management, charts of accounts, and bank feeds, to keep precise financial records.
- Skilled in conditional formatting, pivot tables, lookup tables, and what-if calculations in Excel.

4 NOV 2021 - 3 SEP 2023 Islamabad, Pakistan
ACCOUNTANT STREET 1 CAFE

- Review and analyse financial statements, budgets, financial reports, and business plans to check for irregularities resulting from error or fraud.
- Provide financial advice in matters such as financial forecasting and risk analysis.
- Audit financial data, resolve insolvency cases, prepare tax returns, and provide other tax-related advice.
- Prepare monthly, quarterly, and annual financial reports including income statement, balance sheet & cash flow.
- Collaborate with auditors during financial audits.
- Ensure compliance with accounting standards and regulatory requirements.

15 APR 2021 - 30 SEP 2021 Islamabad, Pakistan
ACCOUNTS INTERN MILLENNIUM BROKERAGE PVT LTD.

- Assisted in processing and recording financial transactions, including accounts payable, accounts receivable, and journal entries
- Prepared and reconciled bank statements, ensuring accuracy and attention to detail
- Conducted data entry tasks, maintaining accurate and up-to-date financial records
- Assisted in preparing financial statements, including balance sheets and income statements.
- Collaborated with the accounting team to achieve departmental goals and objectives
- Gained experience with accounting software, including Quick Books Online

EDUCATION AND TRAINING

13 MAR 2017 - 20 APR 2021 Nowshera, Pakistan
BACHELOR OF BUSINESS ADMINISTRATION (BBA HONS) Northern University

Website <https://northern.edu.pk/> **Level in EQFEQF** level 6

Level in EQF/EQF level 4

DIGITAL SKILLS

Microsoft Office (Outlook, Excel, Word, PowerPoint) | Accounts Reconciliation | Accounts payable | Quickbooks and Bookkeeping and Freelancing | Team-work oriented | Decision-making | Critical Thinking | Organizational and planning skills | Stock/Inventory Control | Good listener and communicator | Microsoft office | Zoom | Social Media | Written and Verbal skills | Google Drive | Accounting Software

LANGUAGE SKILLSMother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH C2		C1	B2	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user