



MUHAMMAD

REHMAN

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Abu Dhabi, United Arab Emirates



## SUMMARY

Experienced accountant with 3.5 years of comprehensive experience in financial management and reporting. Proficient in handling accounts receivable, accounts payable, and general ledger functions. Skilled in utilizing accounting software and ERP systems to streamline processes and ensure accuracy in financial data. Strong analytical skills with a proven ability to analyze financial information and prepare detailed reports. Seeking to leverage accounting expertise and skills to contribute effectively to the financial success of a progressive organization.

## EDUCATION

### Federal Urdu University Islamabad,Pak

**Master's of Business Administration(MBA)**  
2019 - 2022

**Thesis in Progress** (Title: investment behavior in COVID-19 pandemic and impact of COVID-19 on stock prices of pharmaceutical and energy sectors of Pakistan)

### Federal Urdu University Islamabad,Pak

**Bachelor of Business Administration (BBA)**  
2015 - 2019

## SKILLS

- SAP FICO Certified
- QuickBooks
- Microsoft Office
- Profit and Loss statments
- Charts of Accounts
- Accounts payable(AP) and Accounts receivable(AR) management.
- General Ledger(GL) Accounting.
- Financial reporting and analysis.

## CERTIFICATIONS

- SAP S/4 HANA FICO Certificate from SAP SE.
- QuickBooks Certificate from Skill Boost Training Center Abudhabi.

## PROFESSIONAL EXPERIENCE

### Security Professional

**Middle East (MES) | 2023 - onward**

- Prepare Reports of daily activities and incidents that occur.
- Liaising with local law enforcement agencies and assisting in investigations.
- Enforcing company policies and controlling access.
- Provide information to visitors problems solve and answer general enquiries.

### Administrative Assistant

**Islamabad Packages | 2021 - 2023**

- Managed office supplies and ensured inventory was stocked.
- Handled incoming and outgoing correspondence, including mail, emails, and phone calls.
- Coordinated and prepared materials for meetings, such as agendas, minutes, and presentations.
- Communicating with suppliers, vendors and customers regarding orders,deliveries and inquiries.
- Inputting and updating data in the company's databases and software system.

### Accountant

**Pearl Oil and Gas Station (PSO) | 2019 - 2021**

- Managed accounts payable (AP) and receivable (AR).
- Calculated and processed employee salaries.
- Manage timely payments to vendors and suppliers.
- Record and post journal entries to the general ledger.
- Handle the processing of incoming invoices, ensuring accuracy and compliance with company policies.