

# MUHAMMAD REHMAN

Accountant

## CAREER OBJECTIVE:

Experienced accountant with 4 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 organization.

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## PROFESSIONAL EXPERIENCES:

### Surveillance System Specialist

Oct 2023 – Onward

#### Middle East (MES)

Middle East Security is a leading risk management enterprise based in Egypt and the UAE, established in 2009 by a team of highly experienced professionals, including former military and police officers, security specialists, lawyers, and administrators who use state-of-the-art leadership techniques. we uphold the principles of equality, business ethics, and sustainability across all our operations. We foster a diverse and inclusive work environment, where everyone is treated with respect and provided equal opportunities for growth and development.

#### Responsibilities:

- Prepare Reports of daily activities that occur. Ensure compliance with data protection regulations. Assist in audits and inspections related to surveillance system operations. Provide technical assistance to end-users of surveillance systems. Keeping records of system installations, maintenance, and issues.
- Assisting with emergency response procedures based on CCTV surveillance.

#### Achievements:

- Successfully reduced theft, vandalism, and unauthorized access by optimizing CCTV coverage.
- Reduced maintenance costs by implementing preventive maintenance strategies.
- Conducted risk assessments, identifying vulnerabilities in security setups.

### Administrative Assistant

May 2021 – Aug 2023

#### Islamabad Packages

Islamabad Packages is a packaging and printing company based in Pakistan, specializing in high-quality corrugated boxes, flexible packaging, and paperboard cartons. The company serves various industries, including food, pharmaceuticals, and consumer goods, by providing innovative and sustainable packaging solutions.

#### Responsibilities:

- 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.
- Maintaining and updating databases, spreadsheets, and reports.
- Acting as a point of contact between management, staff, and clients.

#### Achievements:

- Managed executive schedules and travel arrangements, ensuring 100% on-time meetings and cost savings on bookings.
- Improved communication flow by handling correspondence and reports, increasing response efficiency.

Pearl Oil and Gas Station

**Pearl Gas Station** in Islamabad is a key facility under **PARCO Pearl Gas (Private) Limited (PPGL)**, Pakistan's largest LPG marketing company Located at I-9 Markaz, Islamabad. this station offers a range of petroleum products and services to meet the energy needs of domestic, commercial, and industrial customers. As a fully owned subsidiary of Pak-Arab Refinery Limited (PARCO), PPGL ensures a reliable supply of high-quality LPG and related products across the region.

Responsibilities:

- 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.

Achievements

- Streamlined financial reporting and reconciliations, reducing errors and ensuring compliance with accounting standards.
- Strengthened cash flow monitoring and ensuring timely vendor payments and receivables collection.
- Assisted in successful internal and external audits, reducing financial discrepancies and strengthening financial controls.

EDUCATIONAL CREDENTIALS:

DEGREE/CERTIFICATION	UNIVERSITY/INSTITUTE	YEAR OF PASSING
Bachelor In Business Administration (BBA)	FUUASt University	2019
Certification In SAP FI	SAP SE	2024
Certification In QuickBooks and SAP FICO	Skill boost Institute Abu Dhabi	2024

PROFESSIONAL SKILLS:

SAP FICO	Microsoft Office	GL Accounting
QuickBooks	P&L Statement	Financial Reporting
Xero Books	AP & AR	Invoices & charts of Accounts

CURRICULAR ACTIVITIES:

Cricket	Historical Series	Music
Travelling	Vlogging	Drama
Charity	Reading Newspaper	Running

REFERENCE:

To be furnished upon request.