

# ZIA UR REHMAN

## Experienced Finance, Accounts & Taxation Specialist

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### Profile Summary

- Experienced professional backed by 15+ years of demonstrated experience in Accounts, Taxation, ERP implementation, finance management, audit/assurance and reporting in **UAE & Pakistan**.
- Equipped with extensive knowledge of internal controls, variance analysis, transfer pricing, working capital management, accounts receivable/payable, financial statements & reporting in line with accounting principles.
- Adept at handling all aspects of Accounts preparation and completing complex financial calculations, along with identifying discrepancies and generating solutions.

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### Core Strengths & Enabling Skills

- Accounts & Finance Management
- Direct & Indirect Taxation
- Tax Planning/Consultancy
- Budgeting Control & Forecasting
- Internal & External Audit
- VAT Filing & Taxation
- Complex Financial Calculations
- Team Building skills
- Payroll (WPS)
- Communication & Interpersonal skills
- IFRS, IAS, Legal and regulatory Compliance
- Microsoft Office Suite, ERP, Tally & Peachtree

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### Experience Summary

- Finance Auditor –Addison Bradley Emirates Insurance Brokers LLC. (Dubai-UAE) 2-Years
- Senior Accountant –Galaxy Insurance Brokers LLC. (Abu Dhabi-UAE) 2- Years.
- Senior Accountant- Emirates Petrochemical Services (Abu Dhabi- UAE)-2 Years
- Manager Inventory & Accounts Payable- EJaz Spinning Mills Limited (Pakistan-Lahore) 4-years
- CA Articleship -Auditor- Rahman Sarafraz Chartered Accountants (Pakistan)-5 Years

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### Professional Qualifications

- Institute of Chartered Accountant of Pakistan CA – Partly Qualified (2008)
- The University of Punjab, Lahore, Pakistan B.Sc. (2001)
- Government College, Sargodha, Pakistan F.SC. (1997)

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### Notable Achievements

- Streamlined, anti-money laundering, discrepancies in books, cash flows, Optimized ERP for more informative reports and coordinated with Insurance Authorities to resolve issues successfully at Addison Bradley Emirates Insurance Brokers LLC.
- Initiated ERP implementation in Galaxy Insurance Brokers LLC. by coordinating with developer and successfully completed.
- Trained the subordinates for inventory & asset management at Emirates Petrochemical Services.

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### Professional Experience

#### **Addison Bradley Emirates Insurance Brokers LLC Dubai, UAE**

ABEIB is one of the best insurance brokerage firms in Abu Dhabi and Dubai Emirates.

#### **Finance Auditor** (August 2019 – December 2021)

- Examining the transactions (policies and accounting transactions) entered into system by subordinates.
- Reconciliations of customers statements, Insurance Companies SOAs, Commission Payable / Receivable.
- Collection & follow up of commissions, premium and allocation of funds to manage cash flow.
- Attending meetings with insurance companies to resolve any financial issues.
- Reports on booked premium and commission revenue of all class of business.
- Checking monthly salaries, provisions, accruals, prepayments, reconciliations, expenses and sales.
- Submitting anti money laundering, internal audited report and quarterly financials to Insurance Authority.
- Compliance with requirement of Abu Dhabi & Dubai Health insurance Authorities.
- Managing cash flow for the company.
- Filing of VAT return on quarterly basis.

## **Galaxy Insurance Brokers LLC (Abu Dhabi, UAE)**

*GIB is one of the best insurance brokerage firm in Abu Dhabi and Dubai Emirates, it also received most emerging organization award in 2014.*

### **Senior Accountant (July 2017 — July 2019)**

- Successfully implemented ERP system in company.
- Examining the transactions (policies and accounting transactions) entered into system by subordinates.
- Attending meetings with insurance companies to resolve any financial issues.
- Reports on booked premium and commission revenue of all class of business.
- Checking monthly salaries, provisions, accruals, prepayments, reconciliations, expenses and sales.
- Submitting internal audited report and quarterly financials to Insurance Authority
- Managing cash flow for the company.
- Filing of **VAT** return on quarterly basis.

## **Emirates Petrochemical Services (Abu Dhabi, UAE)**

*EPS is a major oil field contractor and pioneering organization in UAE, working with GASCO, ADNOC, TAKREER, TRANSCO and other oil field companies.*

### **Senior Accountant (Jan 2015 — June 2016)**

- Presenting weekly payables/ receivables aging, following up receivables, Invoicing to customers and managing cash flow & PDC, project wise actual to budget & job costing.
- Liaison with banks (facilities, Lease, Bank Guarantees and labor guarantees)
- Monthly provisions Schedules and expenses recognition of (Staff Gratuity, Leave Salary, Air fare, Prepayments, Accruals, Depreciation, Fixed Assets Management & Bank reconciliations).
- Responsible for payroll and to ensure accurate and timely monthly processing of remuneration through WPS (Over time, Deductions if any, Food and other allowances).
- Prepare and process final settlement of employees as per labor law(EOSB)
- Audit Schedules, Chart of accounts, Credit Management & Petty cash.
- Monthly Internal Audit of Administration, Procurement, Warehouse, Sales and Technical Department.

## **Prior Experience**

- Worked as “Manager inventory & Accounts Payable” at Ejaz Spinning Mills Limited, Lahore, Pakistan (December 2010 – November 2014)
- Supported Director in managing inventory, counting, projection of materials and payable budgets.
- Monthly, quarterly, half yearly and annual reports to director on material consumption, purchases and stock.
- Assisted in finalization of audited financial statements.
- Worked as “Auditor – CA Articleship” at Russel Bedford Rehman Sarafraz Chartered Accountants Lahore, Pakistan (Sep 2006 – Sep 2010)
- During this period I have carried out external Audit, Taxation, checking internal control/procedures & Internal assignments of different sector companies like brokerage, Modarba, sugar manufacturing, leather manufacturing textile (spinning, weaving, dying, garments and composite) Construction, trading and NGOs. Finalized External Audit, Internal control.

## **Personal Details**

Date of Birth : 25-03-1980  
Nationality : Pakistani  
Language Known : English, Urdu, Hindi.

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