



Address
H.#C/1709, Street#16, Area 36/g
Shareef Colony Landhi#06
Karachi.

Contact
0346-2922463
rabnawaz.1098@gmail.com

Date of Birth
10.01.1998

PROFILE

Astute accounting professional bringing more than 6 years of experience in **FMCG Sector**. Successful at revamping and strengthening financial controls, reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Proficient in ERP Oracle 12c and MS-Office.

SKILLS

Good communication - written and oral skills
Excellent conceptual and analytical skills
Effective interpersonal skills
Hard work & Cool Mind

PERSONALITY

Communicative
Punctuality
Creativity
Organized

LANGUAGES

Urdu ● ● ● ● ● ●
English ● ● ● ● ● ●

SOFTWARE SKILLS

Microsoft Office ● ● ● ● ● ●
ERP Oracle ● ● ● ● ● ●

HOBBY



Technology



Keen to Learn
New Things



Tourism

M.RABNAWAZ KHAN

EDUCATION

02.2022 - present

Benazir Bhutto Shaheed University
Masters Of Business Administration

01.2017 - 12.2018

University of Sindh
Bachelors of Commerce

01.2015 - 12.2016

Board of Intermediate Education Karachi.
Intermediate (Commerce)

01.2013 - 12.2014

Board Of Secondary Education Karachi.
Matriculation (Science)

EXPERIENCE

09.2020 - present

Rasul Flour Mills (Pvt.) Ltd.

Accounts Officer

- Assist Accounts Manager in Monthly closing working.
- Preparation of Debtors and Creditors Aging Reports.
- Prepare Bank Reconciliation On fortnight Basis.
- Reconciliation of all Current/Branch Accounts.
- Prepare Daily Bank Position.
- WIP Stock Levels Count on monthly basis.
- Verification of Finished Goods Stock.
- Preparation of Debit/Credit notes for payment adjustment.
- Records Provisions Of Salaries and other Benefits.

02.2015 - 08.2020

Adil Roller Flour Mills (Pvt.) Ltd.

Assistant Accountant

- Assist Accounts Manager In Accounts Related Matters.
- Perform banking functions such as maintain records of daily basis online e-statement & transactions confirm to the customers.
- Prepare aging reports to control Credit Ratio and verify overdue receivables.
- Preparation of Debit/Credit notes for payment adjustment.
- Prepare Daily Sales Summary & Prepare Monthly Stock Reports.
- Finalize Purchase Reports And Reconcile With Supplier Ledgers.
- Up-keeping of an accurate accounting records and filing system