


<b>Rana Umair</b> , ACCA MEMBER	Residence	City	AL Riyadh	
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## CAREER OBJECTIVE:

Seeking a career in the field of Accounting and Finance in a reputed organization to utilize my existing knowledge and skills to become the valuable asset for the company in the long term and to develop my career and excel in the related field.

QUALIFICATIONS	EXAMINING BODY	YEAR
ACCA (Chartered Certified Accountant)	Association of Chartered Certified Accountants (ACCA United Kingdom)	2017
B.SC (Hons) in Applied Accounting	Oxford Brookes University (United Kingdom)	2016
CAT (Certified Accounting Technician)	Association of Chartered Certified Accountants (ACCA United Kingdom)	2011

## WORK EXPERIENCE:

### Al-Rajhi Holding (Contracting Sector):

OCT-24 – Till today

Finance Manager

### GETCO – General Enterprise Trading Company (Subsidiary of Al Rajhi Holding Group)



- Lead **financial planning** processes, including yearly forecasting, monthly budgeting, and managing the overall financial position of the company.
- Monitor and control **project-related financial activities**:
  - Review and ensure timely approval of **IPCs** (Interim Payment Certificates)
  - Oversee **submission and collection of invoices** to maintain healthy cash flow
  - Review and revise **BOQs** (Bills of Quantities) for new and existing projects
- Manage **ZAKAT-related matters**, including dealing with **ZATCA assessments**, clarifications, and settlements.
- Finalize and oversee **monthly payroll** processing across projects and departments.
- Prepare **monthly management accounts**, with a focus on **project profitability analysis** and variance tracking.
- Ensure **timely and compliant annual audits**, including full coordination with auditors and fulfillment of all documentation and reporting requirements.
  - **Successfully completed the statutory audits for FY 2023 and FY 2024**
- Maintain strict **compliance with IFRS**, with specific focus on:
  - **Revenue recognition under IFRS 15** Accurate reporting of costs, receivables, and unbilled revenues
- Serve as the **primary financial contact** for auditors and senior management, ensuring accuracy, transparency, and alignment with corporate and regulatory standards.

### ACC – Al Arrab Contracting Company (Subsidiary of Al Rajhi Holding Group)



- Responsible for **monthly revenue recognition** and calculation of **provisions for project losses**, ensuring alignment with IFRS.
- Coordinate with the **cost controller** for **monthly updates of project costs**, budget revisions, and cost tracking.
- Manage the **ZAKAT return filing** process, ensuring accurate and timely submission to ZATCA.
- Conduct **related party reconciliations**, ensuring proper documentation, **clearing of intercompany balances**, and **issuance of debit and credit notes** as required.
- Review **Interim Payment Certificates (IPCs)** and oversee the accurate **booking of project receivables**.
- Handle **ZAKAT assessment matters for the years 2015 to 2018**, coordinating directly with ZATCA for resolution and compliance.

- Develop risk-based annual audit plans detailing the scope, nature and timing of audit activities spread over monthly/quarterly/bi-annually and annual audit schedules and share them with all relevant stakeholders.
- Review and adjust the internal audit plan, as necessary, in response to changes in the KKN's business, risks, operations, systems and controls.
- Review the ageing report of the Credit & Collection Dept., highlight the areas of improvement and submit a report to Management.
- Review reconciliation report of inventory issued against subscriptions from Store and NOC dept. highlight the deviations and investigate.
- Receive and review Deployment & Termination Report from Fiber & Wireless dept., reconcile it with NOC & Store.
- Conduct Physical stocktaking on the 1st of each calendar month and submit a report to Management.
- Responsible for ensuring cash audit (as per defined rules/schedules) directly by checking the cash account on a daily/monthly basis and submitting reports to Management.
- Review monthly accounts and submit reports to Management.
- Accounts Dept: Responsible for the audit of Bank Reconciliation Statements, verification of payment vouchers, daily disbursement reports, cash disbursement, and accounts payable reconciliation.
- Ensure Monthly Verification of Payroll (Post Audit). Ensure audit of employee promotion and transfer, loan & advances, and prepare reports on an ongoing basis.
- Responsible for the audit of all purchase activities either through POs or cash purchases prepare reports and findings and submit reports to Management.
- Review and verification of monthly purchase summaries.
- Responsible for preparing monthly internal audit reports and sharing them with management.

**Wali & Company** (Distributor of FMCG)  
SENIOR ACCOUNTS OFFICER

**Jul-22- Jun-23 (1 Year)**

- Verification of the vendor invoices and recording of the payables.
- Preparation of the product receivable ageing report, including individual sale person receivable report.
- Monthly closing stock report and physical verification of the stock.
- Bank Reconciliation.
- Assisting preparation of financial statements.

**Hyundai Power** (Importer & Distributor of Home Appliances) **Feb-18 – April-20 ( 2 years and 3 months)**  
FINANCE officer

- Payables management,
- Developing budgets
- Costing of the products.
- Reviewing the clearance process.
- Assisting in the development of ERP.
- Determining Optimal order quantity in coordination with sales department
- Stock analysis report , highlighting slow moving stock.
- Communication with banks with regards to LC opening and credit limit handling.
- Communication with foreign suppliers to resolve conflicts.

## **CERTIFICATION/ ADDITIONAL IT SKILLS:**

**SAP S4Hana**

**MS Office**

**MS Excel**

**Business Analytics**

Consultant level Training

All versions, esp. MS Word, MS Power Point

Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis

Microsoft Power BI, Data Analysis, SQL

## **INTERPERSONAL SKILLS:**

- Outstanding command over verbal and non-verbal communication.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Flair to organize & prioritize tasks to meet deadlines.
- Have a good level command over English and Urdu Languages.

## **Personal Details :**

- **Nationality** : Pakistani
- **Date of Birth** : 18-Dec-1992
- **Availability to Join** : Immediately.
- **Iqama** : Transferable
- **Family Status:** Married