

# MUHAMMAD YASIR RAFIQUE

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E-mail: yasir@[yasirafique.com](mailto:yasirafique.com)  
Total Experience: 8 Years  
Current Position: Manager Finance  
Field of Experience: Financial & Management Reporting  
Education: MBA (Accounting & Finance)  
Computer literacy: MS Office, Oracle ERP, Quick Books, Peachtree, MIS



## Profile Summary

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Seasoned, goal-focused Finance Professional with eight years of experience in financial accounting and management reporting across various sectors, including Telecommunication & IT, Fleet Management, Audit & Assurance, and Advertising Production, while efficiently working with multinational, as well as strong private industry organizations.

## INDUSTRY EXPOSURE AND FUNCTIONAL EXPERTISE

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In the last eight years of my professional experience, I have Demonstrated track record of leading preparation and analysis of financial reports, budgets, and forecasts, while maintaining corporate accounting objectives. Proven expertise in driving efficiency and productivity through evaluation of financial management systems.

### Accounting and Management Competencies

- Accounts Receivable & Payable
- Financial Controls and Procedures
- Bank Reconciliations / General Ledger
- Cash Flow Management and Projections
- Company Incorporation and Registration
- Tax Reporting and Compliance
- Project Costing / Inventory Control
- Multiple Industry Exposure and Functional Expertise
- HR and General Administration

## PROFESSIONAL EXPERIENCE

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**Organization:** Qtelmedia Communications FZ-LLC  
**Industry:** IT & Communications, Digital Media Solutions  
**Designation:** Assistant Manager Finance  
**Location:** Dubai Media City, UAE  
**Tenure:** March, 2015 to Date

*I am responsible for managing the day-to-day accounting & financial requirements for the company's Dubai and Islamabad (Pakistan) offices and directly reporting to Head Office based in Dublin, Ireland.*

### **My key responsibilities include:**

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and payroll.
- Oversee the day-to-day accounting and financial requirements for Company's Dubai and Islamabad Office, directly reporting to the CFO based in company's head office in Dublin, Ireland.
- Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making.
- Oversee the bookkeeping function including maintenance of general and subsidiary ledgers, accounts receivable, accounts payable, revenue distribution, depreciation, cost, property, operating expenses, and insurance records.
- Monitoring and interpreting cash flows in multiple currencies and predicting future trends.
- Preparation of financial statements and liaison with external auditors to ensure strong financial controls and procedures are in place.
- Reconciliation of bank accounts, intercompany accounts and suppliers/customers in multiple currencies.
- Management of Tax reporting and compliance with local authorities for Pakistan office.
- Timely renewal of Company's Commercial licence, establishment card and all Employee's Visa as per compliance rules of Dubai Free Zone Authority
- Liaison with Insurance companies regarding Employees group medical insurance and Office All Risk Insurance.
- Oversee and supervise the HR and Administrative functions for smooth running of Company's operations.

**Organization:** Al Tawash Neon  
**Industry:** Advertising and Signage - Manufacturing  
**Designation:** Accountant  
**Location:** Sharjah, United Arab Emirates  
**Tenure:** March, 2013 to February 2015

*I was responsible for the effective and efficient functioning of day-to-day accounts operations and directly reported to the managing partner.*

- Generated numerous reports and fixed asset schedule, as well as oversaw various functions, including cost accounting, general ledger, accounts payable, cash flows management, bank reconciliations, employee's payroll, as well as financial and management reporting.
- Skilfully prepared quotations, delivery notes, sales invoices, debit/credit memos, LPOs to purchase raw material for an efficient production process. Controlled day-to-day accounts' operations, negotiated with the suppliers, and directly reported to the Managing Partner.

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**Organization:** UHY International – Hassan Naeem and Co. (Chartered Accountants)  
**Designation:** Accounts Officer  
**Location:** Islamabad, Pakistan  
**Tenure:** February, 2011 to January, 2013

*UHY International is a network of independent accounting and consulting firms with offices in 240 major business centres in 81 countries.*

*I was responsible for accounting services for various clients which includes Architects & Construction, Software Houses, Telecommunication, and Legal Consulting firms. My main responsibilities were as follows:*

- Successfully managed closing of accounts, finalized year-end audits with internal audit teams, and delivered accounting services for various clients, including architects and construction, software houses, telecommunication and legal consulting corporations.
- Applied principles of accounting to prepare financial reports, bank reconciliations, general ledger accounts, financial and management reporting, bookkeeping, taxation, accounts payable and receivable, as well as financial statements in compliance with federal tax authorities for various clients.

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**Organization:** ZTE Corporation  
**Designation:** Intern – Accounts Payable  
**Location:** Islamabad – Head Office  
**Tenure:** June 21, 2010 to January 31, 2011

*ZTE Corporation is China's largest listed telecoms equipment company and a leading global provider of telecommunications equipment and network solutions.*

*As an Intern, I was part of the accounts payable team and was directly reporting to the Manager Finance and financial controller. I was responsible for the following assignments:*

- Reviewed journal entries, organized all the necessary documents, and administered project payments for the China's largest telecom operator. Coordinated with the accounts payable team, and directly reported to the Finance Manager and Financial Controller.
- Appraised all insurance expenses, all supporting documents, and expenditures in conformity with the approved budgets for the purposes of the project to meet audit requirements.

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**Organization:** Connectways Communication  
**Designation:** Accounts Assistant  
**Location:** Islamabad, Pakistan  
**Tenure:** September, 2008 to March, 2010

*Connectways provides a wide range of innovative tracking and fleet management solutions for individuals, private vehicles and fleet operators.*

*As an Accounts Assistant I worked under the Senior Accountant.*

- Processed invoices, offered administrative support to accountants, prepared cheques, and handled petty cash, while competently working under the Senior Accountant.
- Excellently performed and completed minor accounting tasks and a variety of clerical duties, such as filing documents, bookkeeping, managing mail, taking phone calls and typing.

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## REFERENCES

Will be furnished upon request