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| **Mehtab Asghar Zain** **(ACCA)**Location: Dubai, United Arab EmiratesCell: +(971) 5537 58694Email: mehtabasghar707@hotmail.comSkype: mehtabasgharzainVisa Status: Valid upto (20th November 2014) | untitled |

**Career Summary**

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company. I have above 3 years of experience in accountancy profession. I became the qualified accountant (ACCA) in 2011 and went on to achieve the ACCA membership in 2014. I worked in the book keeping and internal audit department.

**Education**

**PROFESSIONAL QUALIFICATION:**

* **ACCA Member**
* **ACA (UK) Finalist**

**ACADEMIC BACKGROUND;**

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| **LEVEL** | **YEAR** | **SUBJECT** | **BOARD/UNIVERSITY** | **MARKS** | **DIVISION** |
| B.COM | 2008 | COMMERCE | PUNJAB UNIVERSITY | 972 | 1ST |
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| **Professional Experience** |  |  |  |

1. **Zahid Jamil & Co. Chartered Accountants**

**2011 – 2014 (4 Years)**

Position: Internal Auditor

1. **Power Chemicals (Private) Limited**

**2008-2009 (1 Year)**

Position: Accountant

**Professional Experience:**

* **My professional experience as internal auditor is as follows;**

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| ***Areas*** | ***Expertise*** |
| ***Internal Audit*** | **I have carried out internal audit and internal control assignments of various clients. The related experience includes:*** Study of accounting & internal control system of the entity and make recommendations to the management for its improvements.
* Maintenance of internal control systems
* Preparation of monthly and annual financial statements in MS Excel
* Checking the accuracy and authorization of documents.
* Checking and approving all types of payment vouchers on daily basis.
* Preparation of proposed Standard Operating Procedures (SOPs) for approval by management.
* Checking compliance of SOPs approved by the management.
* Preparation of monthly internal audit reports for management.
* Supervising monthly stock-taking of inventory
* Managing client requirements and entertaining requests
* Reviewing ageing reports of creditors/debtors to ensure that the payments are paid/received within the credit period agreed in the contract and to report thereon.
* Reviewing forecast of funds to ensure payment to/from creditors/debtors is paid/collected within the credit period agreed or to arrange the necessary finance in time and to report thereon
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| ***Enterprise Resource Planning (ERP)*** | **I have had a life cycle implementation experience of customized “Enterprise Wide System” (ES) software including business process re-engineering and system development. I was involved in:*** Obtaining understanding of the business processes through meetings with the client
* Performing business process mapping with ES system and business process re-engineering and conducting GAP analysis thereof
* Conceiving design of ES system and complete documentation of ES system conceived including redesigning of chart of account, user interfaces and reports
* Configuring the ES system in accordance with the clients’ business processes
* Providing user trainings of ES modules
* Implementing the ES modules
* Acting as liaison between technical staff and system users for reports development
* Coordinating with the technical and support personnel for solving client system related and configuration problems
* I was involved in the implementation of the following modules of ES at clients:

Material Resource PlanningPurchases & PayablesReceivablesFixed AssetsInventory module Human Resource |

* **My experience as an Accountant is as follows:**

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| ***Accounting & Book Keeping*** | **My experience in book keeping is as follows;**Ensuring data entry is done within the agreed timescales.Incorporating the necessary accruals and closing the monthly books of accounts.Conducting the stock count and responsible for stock entries in the books of accounts and ensure that stock valuation is in accordance with IAS 2Preparation of monthly, semi annual, annual financial statementsPreparation of monthly bank reconciliationsPreparation of inter-company reconciliationsReconciling cash balance with the physical cash |

**Significant Audits:**During my time as an internal auditor, I have gained valuable business experience in the Textile & Garments (Yarn to export), manufacturing, rice industry and different Non-profit organizations. Outlined below are descriptions of some of major assignments for which I was allocated the role from audit junior to supervisor.

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| ***Areas*** | ***Clients*** | ***Operations*** |
| ***Internal Audit*** | **Government & Semi-Government Organisations** |  |
| * Pakistan Textiles Exporters Association
 | Verification of Rebate Cases |
| * Faisalabad Dry Port Trust
 | Management of Trust Assets |
| * Pakistan Hosiery Manufacturers Association (North Zone)
 | Management of Export Doc. |
| * WAPDA Employee Corporate Hosing Society Gujranwala
 | Marriage hall, College, Hospital and revenue from society |
| Profit oriented organisation |   |
| * Kay & Emms (Pvt) Ltd
 | Garments from knitting to export |
| * Ideal Rice Mills (Pvt) Ltd.
 | From paddy to export |
| * Pagel Pakistan (Pvt) Ltd.
 | Construction Chemicals |
| * Aalaa Processing (Pvt) Ltd.
 | Fabric processing |
| * Amil Exports (Pvt) Ltd
 | Socks from knitting to export |
| * Shangrila Oil & Distributions
 | Oil Distributor |
| * Diamond Distributors
 | Walls Ice Cream Distributor |
| ***Enterprise Resource Planning (ERP)*** | * Pagel Pakistan (Pvt) Ltd.
 | Construction Chemical Manufacturer |
| * Selecto Mobiles
 | Mobile Phone Wholesaler & Retailer Chain |
| * Tile Select
 | Ceramics Retail Chain |

**Computer System Experience**

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| **Accounting Package & Software’s** | **Skill Level** |
| Standardized & Bespoke Oracle Modules | **Excellent** |
| FoxPro | **Excellent** |
| Microsoft Word | **Excellent** |
| Microsoft Excel | **Excellent** |
| Microsoft Power Point | **Excellent** |

**My general responsibilities as an internal audit supervisor since Dec 2012 till end of article-ship were as follows;**

* Maintain client relationships at the appropriate level and present a favourable impression of the firm.
* Resolution of accounting/technical issues raised by clients.
* Ensuring members of the audit team communicate, interact and collaborate effectively.
* Provide on-the-job training /assistance to junior members of staff.
* Understand, evaluate and test the design and operation of accounting and internal control systems, offering recommendation for any weaknesses noted.

**Personal Bio Data**

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| Nationality | Pakistani |
| D.O.B | 3rd March 1988 |
| Marital Status | Single |

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| **Languages** |

Have very good command over verbal and written communication in English and Urdu

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| **Expected Compensation** |

My expected compensation is 5k – 6k