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| ***TAUQIR***  C:\Users\MCT1\Downloads\20160322_101102 - Copy (2).jpg  Email: [tauqir.161405@2freemail.com](mailto:tauqir.161405@2freemail.com) | **CAREER OBJECTIVE: -**  To join an organization operating in challenging environment with prospects of future growth and providing opportunities for enhancement of my professional skills and career development in the fields of Accountancy, Finance, Audit and Business Management.  **QUALIFICATION: -**  **ACCA** (Associated Certified Chartered Accountant)  Associated Chartered Certified Accountants UK  **B.Com** (Bachelor of Commerce)  [Bahauddin Zakariya University](http://bzu.edu.pk/), Pakistan.  **F.Sc.** (Faculty of Science)  Board of Intermediate and Secondary Education, Pakistan |
| **PROFESSIONAL EXPERIENCE (7 – Years):-**  More than 7-Yearsof Experience in Accounts, Finance & Audit. Preparation of Accounts up to  Finalization. Expertise in financial statement preparation & reporting, Budgeting, payroll, accounts payable & receivable, reconciliation, cash flow management, Inventory & Asset management, Possess strong communication, problem solving, decision making, time, and leadership skills Good understanding and experience of various financial software including ERP programs of Accounting Packages Tally-9, Quick Book, Visual Basic & Focus. Good Knowledge of MS Office (MS Word, MS Excel & MS PowerPoint) & Internet Surfing. | |
| **CAREER PROGRESSION:-**  **Company : Mecons Pvt Ltd, Lahore**  Period : May 2017 to Present  Designation: Project Accountant  Job Description:-   * Preparation of project reports based on work done at site. * Maintaining payables according to their work done. * Handling of petty cash. * Managing all general accounting and financial activities of the project * Handle complete books of accounts independently with zero error tolerance including journals and ledgers. * Preparation of monthly payroll. * Preparation Bank reconciliation Statement. * Supervising the inventory held in store. | |
| **Company: Al Maeeni Group Abu Dhabi, UAE.**  1. Deals in trading business, for supply of material used in road infrastructure.  2. General and contracting services provider.  3. Solar energy product trading & manufacturing of Geo grid.  4. Manufacturing of silt curtain used in Marin companies.  Period : Feb. 2014 to August 2016  Designation : Senior Accountant  Job Description:-   * Review & manage all general accounting and financial activities of the business. * Controlling & managing the purchase for the group. * Coordinating with purchasing department with respect of payment terms. * Supervising the inventory held in store as a raw material and in shape of finished product. * Review accounting records maintained by accounting team by assigning targets to them. * Reconciliation of Related Parties transaction and ensuring that transaction occur on Arm Length basis. * Preparation of project reports. (Project Income statement & other relating reports). * Reconciliation of receivables and payables. * Preparation of weekly plan for collection from customer and payment to suppliers. * Preparation of weekly and monthly cash flow for the operations of business. * Controlling of monthly payroll, Leave benefit & End of Services benefits according to UAE Labor Law. * Ensure an accurate and timely month-end closing. * Responsible for preparation of financial statements monthly, Quarterly and yearly basis with the support of charts, and graphs * Preparation of statement on the basis of Variance analysis, ratio analysis and Trend analysis. * Liaising with External Auditor for preparation of Financial Statements. | |
| **Company: Liwa Investment Holding, Abu Dhabi, UAE.**  Deals in trading business in oil and gas sector, Rental property, farming and Investment.  Period : Feb. 2013 to Jan. 2014  Designation : Senior Accountant  Job Description:-   * Preparation of financial statements monthly, Quarterly and yearly basis. * Preparation of management reporting. * Manage all general accounting and financial activities of the business. * Ensure an accurate and timely month-end closing. * Reconciliation of receivables and payables. * Delegate and supervise accounting team to achieve needed result. * Prepare & Review accounting records and other financial. * Preparation Bank reconciliation Statement. * Preparation of monthly payroll. * Preparing special reports when asked for by the management on various aspects of financial management, including asset management, financial reporting, and management Information systems. | |
| **Company: Dreams Collection, Lahore, Pakistan.**  Manufacturing and import of Fabrics. Whole Sale Distribution channel.  Period : July 2010 to Jan. 2013  Designation : Branch Chief Accountant  Job Description:-   * Preparation of Monthly, Quarterly & Annual financial statements and reports, cash flows, Balance Sheet and Income Statement. * Responsible for general ledger account reconciliation. * Ensure an accurate and timely monthly, quarterly, and year-end close. * Enforce strict control on financial records to ensure adherence with international accounting standards. * Handle complete books of accounts independently with zero error tolerance including journals and ledgers. * Prepare monthly Accounts Receivable & Accounts Payable analysis and to motivate recovery team for the collection of Accounts Receivable. * Prepare all type of Vouchers, Book Keeping in Accounting Software * Preparation Bank reconciliation Statement. * Prepare Stock reports for the management as they required. | |
| **Company: Ashiq Aamer Sattar & Company, Chartered Accountants, Multan, Pakistan**.  Period : Jan. 2009 To June 2010  Designation : Auditor  Job Description :-   * Performed audit and consulting engagements individually and as part of a team. * Documented existing processes through interviews, observation and inquiry. * Identified risks and key control activities. * Evaluate accounting systems to determine their efficiency and effectiveness. * Conduct investigations of suspected improprieties in a confidential and professional manner.. * Communicated results of audits via written reports and oral presentations to management. * Review and assess company’s department’s performance to ensure their adherence to the law and accounting regulations and norms of external reports. * Assess the information that may have an impact on the efficiency of the financial report. * Review the financial reports and submit recommendations to the management for their approval accordingly. | |