

**Gulfjobseeker.com CV No:** **1265478**

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**OBJECTIVE:**

To develop a career by seeking a challenging position in a progressive organization with an aim to contribute positively towards the achievement of growth, objectives and mission of the organization, to the best of my capabilities, to enhance ethical standards and to develop my professional skills for growth within the organization.

**PROFESSIONAL SUMMARY:**

* **ACCA and CPA finalist** having around **5+ years** of exposure (including in Defense Armed Force) in the areas of finalization & consolidation of accounts, MIS reporting, system development & implementation, system transition, auditing & assurance and direct taxation.
* I am also rewarded by **Advanced Diploma in Accounting and Business** from ACCA.
* 3 years of working experience with a **Chartered Accountants firm** as Accountant & Auditor.
* 2+ years of experience of working with the **Defense Armed Force** as Accounts Executive.
* Proficient in preparation of financial statements in line up with IFRS, International Accounting Standards, GAAP and hands-on experience in preparing, maintaining and finalizing books of accounts.
* Good communication and relationship management skills with suppliers, customers, managements, banks & staff.

**WORK EXPERIENCE:**

* 3 Years of experience in **Accounts, Audit and Management** of Chartered Accountants Firm
* 2+ years of experience of **Accounts** **Executive** in highly reputed and professional organization **Armed Force**

**PROFESSIONAL QUALIFICATION:**



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| Association of Chartered Certified Accountants | Professional Level |  |
| BACHELOR in Accountancy (equivalence) | 2012 |  |
| Advanced Diploma in Accounting and Business | 2012 |  |
| Certified Public Accountants | **Finalist** | C:\Users\adnan\Desktop\cpa.jpg |

**SKILLS:**

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| --- | --- |
| * Financial statement analysis * Analytical reasoning * Budget forecasting expertise * Account reconciliation expert * Financial planner * Complex problem solving * Effective time management * Excellent managerial techniques * Advance Excel * MS Office application | * Peachtree * ERP Tally * Quick Book * Internal Audit Expertise * General ledger accounting * Flexible team player * Advanced computer proficiency (MS Office Applications) * Excellent managerial techniques * Strong organizational skill |

**AREAS OF EXPOSURE:**

* Preparing **Bank reconciliation** and managed **Post Dated Checks (PDC)** with spreadsheet
* Developed and maintained **Cash Budget**
* Prepared, Maintained and Entered the **Purchase, Sale, Payment and Receipt** voucher
* Maintained the **Supplier and customer ledger** for control purposes
* Maintained Supplier and Customer files
* **Finalization of Accounts**
* Maintained Fixed Asset Record and **Fixed Asset Register**
* Prepared and Maintained the **Balance Sheet and profit loss account**
* Implementation of **Accounting information and Internal Control System** in the Organization
* Providing assistance to companies in the **preparation of the financial statements** under local statutory framework
* Planning and Development of **work methodology** and work programs
* **Analyzing and evaluating financial statements**
* Ensuring compliance with the management policies and reviewing existing systems to identify any control weakness
* **Client liaison and co-ordination** with partners and client during finalization of assignments
* **Assessment of the financial statements** in order to ensure their compliance with the **requirements of the local laws, Regulation and International Financial reporting Framework (IFRS)**
* **Holding meetings** with client personnel **to resolve issues** and removal of the expectation gap
* Compliance testing and data preparation from Corporate and managerial viewpoints
* Conduct of **statutory audits and system audits**;
* Conduct of **internal audits** and designing the **system of internal controls**
* Undertook preparation of budgets**, variance analysis, forecasts and comparisons for management**
* Undertook **preparation of accounts** as per the **NGOs donor requirements**
* Involved in the team, maintaining and improving Quality of Audit and implementing International Standard on Quality Control
* Monitoring inventory, office stock and ordering supplies as necessary
* Raising of purchase orders and invoice tracking
* Co-ordination with Auditors

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| Clients Highlights: | | |
|  | **Accounts and External Audit** | **Internal Audit** |
| **Manufacturing** | * Global Oil Industries (Pvt) Ltd * Sunlight Wood Products (Pvt) Ltd * Titan Cement Industries (Pvt) Ltd * Universal Brushwares (Pvt) Ltd * Standard Board (Pvt) Ltd * United Trading & Manufacturing (Pvt) Ltd | * A.G. Industries (Pvt) Ltd * Bliss Industries (Pvt) Ltd * Bokhara Palace (Pvt) Ltd |
| **Service Sector** | * Gokal Shipping & Trading Corporation (Pvt) Ltd. (Group) * Sinotrade Pakistan (Pvt) Ltd * Gulf Travel & Services (Pvt) Ltd * Iqra University(5 campus) | * The Time Press (Pvt) Ltd * Global E-Comm Services (Pvt) Ltd. |
| **Other Clients** | * Fuji Film Pakistan (Pvt) Ltd * Bagh-e-Zehra Welfare Trust * Fatima Bai Dina Trust * Al-Mehran Builders (Pvt) Ltd | * Crown Securities (Pvt) Ltd |

**CAREER CONTOUR:**

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| * **PERIOD:** January 2011 to January 18th 2014   **F.R.MERCHANT & Co**. – Chartered Accountants Firm  **ROLE: ACCOUNTS & AUDIT SENIOR** |
| * **PERIOD:** June 2008 to Dec 2010   **Armed Force**  **ROLE: ACCOUNTS EXECUTIVE** |

**PERSONAL PROFILE:**

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| Date of birth | March 7, 1984 |
| Gender | Male |
| Marital Status | Single |
| Visa Status | Visit Visa (Exp: May 4, 2014) |