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**CAREER OBJECTIVE:**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results. To use finance/accounts and audit skills to provide objective advice, expertise and business development skills to the organization.

###### PROFILE SUMMARY

* Part Qualified Chartered Accountant (CA-Inter), Commerce Graduate & Certified Internal Controls Auditor (CICA).
* 08 Years of experience as Accountant, Financial Consultant & Auditor.
* Worked as audit senior in Deloitte Pakistan (**Big 4**). Also seconded to Deloitte Oman for 4 months period.
* Book keeping, maintenance of ledgers, managing & supervision of whole range of Accounts Receivables and Payables & Inventory management.
* Financial advisory services.
* Conducting internal, external audit, performance audit, due diligence.
* Preparing & finalization of financial statements and management accounts as per IFRS.
* Development and documentation of SOP’s for various organizations.
* Worked under the environment of Audit software 2, Quick book, and Peach tree.
* Maintaining fixed assets register, managing cash flows and reconciliations
* Preparation of monthly & yearly budgets and reporting variances.
* MIS reporting, Master Budgets including cash flow budgets.

###### AREAS OF EXPERTISE:

|  |  |
| --- | --- |
| * Finance & Accounts Management (as per IFRSs)
 | * General Ledger
 |
| * External auditing (as per ISAs )
 | * Bank Reconciliation
 |
| * Corporate governance
 | * Payroll worksheets
 |
| * Financial Statements preparation and presentation
 | * Book keeping
 |
| * Internal Auditing
 | * Budgeting
 |
| * Financial Planning & Analysis
 | * Inventory Audits
 |
| * Financial Policies & Procedures
 | * Record Examinations
 |
| * People & Team Management
 | * Result-driven Work Approach
 |
| * Management Consultancy Services
 |  |

**PROFESSIONAL EXPERIENCE**

**1) AASMAN INTERNATIONAL**

 **FROM JANUARY 2013 TO NOVEMBER 2013 (11 MONTHS)**

 **FINANCIAL CONSULTANT**

**JOB RESPONSIBILITIES**

* To advise and assist clients in optimizing their finance functions and its underlying processes and systems.
* Involved in performance improvement projects within finance.
* Corporate performance management.
* Cost and profitability management.
* Development of SOPs for various clients, financial systems selection, development and implementation.
* Planning, budgeting and management reporting.
* Providing financial advisory services on behalf of various clients, dealing and negotiations with bankers, external auditors and statutory regulators.
* Issue identification, making recommendations and providing solutions to the issue.
* Supervising the whole range of Accounts Receivables, Payables, invoicing & aging of customers.
* Monitoring Payroll activities, managing fixed asset register, handling cash flow management.
* Hands on experience of maintaining general ledgers.

**2) ATIF ENGINEERING WORKS (PRIVATE) LIMITED**

 **FROM FEBRUARY 2011 TO OCTOBER 2012 (01 year 7 months)**

 **SENIOR ACCOUNTANT**

**JOB RESPONSIBILITIES**

* Book keeping and management of accounts up to finalization.
* Supervising the whole range of Accounts Receivables, Payables, invoicing & aging of customers.
* Monitoring Payroll activities, managing fixed asset register, handling cash flow management, monitoring Bank/ Bank position/ Cash flow of company.
* Hands on experience of maintaining general ledgers.
* Recording reporting and invoicing of receivable & revenues, and completing Bank Reconciliations.
* Oversee preparation and approval of invoices for posting in general ledger.
* Vertical and horizontal cost analysis.

**3) DELOITTE PAKISTAN**

 **FROM MAY 2003 TO FEBRUARY 2009 (05 years 09 months)**

 **AUDIT SENIOR**

**JOB RESPONSIBILITIES**

* Planning, execution and completion of external audit services in accordance with the approved International Financial Reporting Standards (IFRSs), International Standards on Auditing (ISAs) for various public, private limited and not for profit entities.
* Preparing reports and financial statements of various companies.
* Finalization of Statutory Audit of listed, unlisted and private companies in accordance with IFRS and International Standards on Auditing (ISA).
* Finalization of trial balance with supporting schedules.
* Overseeing the daily accounting activities required to maintain the organization’s general ledger in Audit software 2 (AS-2) module.
* Maintaining and developing sound accounting systems for various clients.
* Review and assessment of internal control procedures, accounting system and reparation of internal audit reports.
* Planning of audit assignments and preparation of necessary documents in accordance with statutory compliances.
* Responsible for the daily supervision of audit staff and responsible for the development of audit staff and the completion of performance evaluations.
* Leading and management of fieldwork on clients, client coordination and involved in resolving issues arises during the course of audit.
* Coordinating with various professionals such as other auditors, bankers, internal auditors, lawyers, and decision-making in respect of Critical Reportable Audit Matters of governance interest.

###### PROFESSIONAL EDUCATION

**CA Inter (Finalist)** – **Institute of Chartered Accountants of Pakistan (ICAP)**

**CICA -Certified Internal Controls Auditor (USA)**

**Bachelors in Commerce -- Karachi University**

**PERSONAL INFORMATION**

**Date of Birth** October 18, 1979

**Nationality**  Pakistani

**Marital Status** Single

**Languages Known** English, Urdu, Hindi

**Current location** Dubai