Bilal

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| Objective |  | Integrating my own goals with the organization’s, so as to become a catalyst in each other’s growth. |
| ExperienceEDUCATIOn |  | Audit SeniorJavaid jalal amjad & Company chartered Accountants (QCR) Jan 2012 to Feb 2015  **(3 Years)** During this period, I have been associated with Audit, Assurance and Risk Advisory Services group of Javaid Jalal Amjad and Company Chartered Accountants (QCR) in the capacity of Audit Senior. I have led teams through Planning, Execution and Finalization phases of Assurance Engagements. I have Conducted, Assisted and Supervised the Statutory Audits of reputable Organizations, including leading FMCG Company and other Institutions in different Sectors.Below are some of the major Clients in following sectors:   **External Audit Assignments**   * Ebryx Private Limited (Software House) * Access Retail Private Limited (Marketing Firm) * Maher Industries & Beverages Private Limited (Beverage company) * Indus Engineering Private Limited (Construction company) * Eagle Cables Private Limited (Manufacturing company) * Ksk Cng Private Limited (Oil & Gas company) * Sacred Heart Convent High School (Education Industry) * Al-Akhyar Foundation (NGO) * Aptma (All Pakistan Textile Mills Association) (NGO)   .  **Provident Fund Audit**   * Chand Bagh Foundation. (Non-profit Organization)     **Welfare Fund Audit**   * Water & Power Development Authority (Government Organization)   The ensuing paras describe the major tasks I performed during my training period:     * Preparation of Financial Statements according to **IFRS & other Reporting Frameworks.** * Reviewing the accuracy of **Bank Reconciliation statements**. * Reviewing and performing **Debtor & Creditor Ageing** analysis. * Audit Planning and ensuring compliance with **Tax Laws, Secp** and other **Regulatory** requirements. * Client **System documentation** by gaining understanding of the areas in the form of Flow Charts * Designing and performing **Test of Controls, Substantive & Analytical** Procedures. * **Documentation** of Major processes, Risk Control Matrices and other documents on Internal Audit * Identification of Internal control weaknesses and making appropriate **Recommendations** to the Management * Discussions with Client Management of accounting & other issues identified during the assignment * Reviewing the work done by the team members and getting it **reviewed** by the **Manager** and the **Partner**. * Preparation of deliverables such as, **Financial Statement, Audit Report, Management Letter & Cover letter.** * **Training** of Engagement Staff. * Preparation of **Fixed Asset Register** along with **Tagging** of Fixed Assets.  Besides External Audit, I have also assisted my Managers in CorporateDepartment. Those Responsibilities include:  * Assist in the I**ncorporation** of new companies in Securities &   Exchange Commission.   * Annual **Filling** of documents in **Compliance** with Laws & Regulation of   Regulatory Bodies. ACCA MemberAssociation of Chartered Certified Accountants (UK) Financial Reporting, Financial Management, Business Analysis & Audit  2008 – 2014    **CAT**  **Certified Accounting Technician**  Financial Reporting, Financial Management, Audit  2005 – 2007 FSCIntermediatePhysics, Chemistry, Mathematics 2003 – 2005  **Matriculation**  Physics, Mathematics, Computer Science  2002 -- 2003 |
| SkillS&Abilities |  | * Proficient in MS Office applications especially **MS Word, MS Excel and MS PowerPoint.** * User level Practical Experience of using various ERPs solutions such as **Peachtree, Quick Book.** |
| achievements |  | * Secured overall good positions in all levels of studies. * Earned the confidence of Mangers to handle the different clients without prior experience. |
| brief bio –data |  | * Date of Birth December 8, 1989 * Marital Status Single * Nationality Pakistan |
| visa status |  | Visit Visa |
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