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 Corporate Department. 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 Member Association 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 FSC  Intermediate Physics, 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.**
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| achievements |  | * Secured overall good positions in all levels of studies.
* Earned the confidence of Mangers to handle the different clients without prior experience.
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| brief bio – data |  | * Date of Birth December 8, 1989
* Marital Status Single
* Nationality Pakistan
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| visa status |  |  Visit Visa |
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