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***Job Target***

To seek a challenging position in competitive environment that will provide me an opportunity to utilize my knowledge and experience.

***Accomplishments***

* Acting Treasurer
  + Global Start Battle – International Event held in Karachi hosted by IBA
  + Radio IBA – Handled Finances & Sponsorships

***Major Knowledge***

|  |  |  |
| --- | --- | --- |
| Financial Reporting | Financial Management | Audit |
| Book Keeping | Cost Accounting | Budgeting |

***Internships and Professional Experience***

***Daily Food Industries – Mar 2013 –Jan 2014***

Prepared and managed computerized and manual accounts. Payroll management, invoicing, reconciliation of bank statements, petty cash handling, advised and implemented reward based payroll strategy.

### *Jalis Ahmad & Co. Chartered Accountants – June 2014 – Present*

* Performed financial audits to ensure that financial statements were fairly presented.
* Performed tests of internal controls to ensure effectiveness.
* Tested account balances.
* Prepared management reports on audit findings regarding the state of the company's record keeping systems and financial health.
* Provided constructive recommendations for improvements.
* Prepared feasibility reports/projected accounts and provided recommendations.
* Involved in the preparation for Quality Control Review of the audit firm.

***Significant audits:***

* Atco Laboratories Ltd.
* Haseen Habib Corporation (Pvt.) Ltd.
* GFK Etilize (Pvt.) Ltd.
* Industrial Development Bank Ltd. (Provident, Benevolent, Pension funds)
* Bolan Securities (Pvt.) Ltd.
* Sindh Modaraba Management Ltd.

***The Health Foundation – Jul 2014 – Nov 2014***

*(Provided accounting services on behalf of Jalis Ahmad & Co.)*

* Maintaining accounts, book keeping
* Reconciliation of Bank statements
* Ledger entries, journal entries
* Invoice entries and cross checking
* Prepared and analyzed financial statements
* Managed payroll
* Helped in preparing tax returns
* Prepared quarterly and annual budgets
* Implemented new accounting procedures and processes

***Education***

* Civil Aviation Model School, Karachi, Pakistan

* Government Saint Patrick’s College Karachi, Pakistan

* Certified Accountant Technician United Kingdom
* Association of Chartered Certified Accountants United Kingdom

**(Fundamental Level, Skill Level (F4 – F8) – Cleared, Professional level ongoing)**

***Knowledge & Skills***

* Peach Tree
* Oracle ERP
* Ms Office kit – MS Excel, MS Word, MS Power Point
* MS Windows 98 / NT / XP / 2000 / 7 / 10

***Languages Known***

* Fluent in English (Reading, Writing & Speaking)
* Fluent in Urdu (Reading, Writing & Speaking)

***Interest***

* Reading & Research
* Puzzle solving
* Sudoku

***Personal Information***

Birth date: 16th October, 1987

Gender: Male

Marital Status: Single