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| **ALI**  [**ALI.262979@2freemail.com**](mailto:ALI.262979@2freemail.com) |  |  |  |
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| **Exposure Highlight** |

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| Audit and Finance Professional with more than 10 years of experience at senior positions in esteemed organizations in Pakistan and UAE. |

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| **CORE COMPETANCIES** |

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| * Financial statements preparation under IAS & IFRS * Compliance verification under different laws and regulations * Internal controls, systems, process analyses & documentation * Decision making and analytical skills * Time & resource management * Flexible and deadline oriented * Ability to work in automated & ERP environment * Risk analysis and management |

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| **Objective** |

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| Seeking a challenging position in the world of finance and business management with an aim to contribute towards the objectives of the organization and to the best of my capabilities and utilize opportunities to achieve professional growth. |

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| **Professional & Academic Qualification** |

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|  | **Institute** | **Year** | **Achievement / Highlights** |
| CIA | Institute of Internal Auditors | Cont. | Currently Pursuing CIA |
| ACCA | Association of Certified Chartered Accountants UK | 2014 | 5 Papers Completed |
| Bachelor of Commerce | University of Karachi | 2003 | SecuredSecond Division |

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| **Professional Experience** |

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| **CADET COLLEGE GADAP**  **Accountant (BPS 14)** | **May 2016 to date** |
| • Prepare Journal Ledger account of receivables, payables, advances, accruals and banks.  • Analysis of school fees collection reports. Preparing Aging reports of fees collection reports.  Taking follow up of uncollectable fees from students.  • Prepare salaries according to the Sindh Government rules and regulation.  • Liaison with bank and preparing bank reconciliation reports at the end of each month.  • Preparing fixed assets schedule.  • Preparing prepaid schedule.  • Preparing payment of vendors and other staffs.  • Preparing income and expenditure report at the end of each month,  • Meeting with Principal at month end and discus with him all financial related issues.  • Review of all reports and doing analysis on financial reports.  • Using Quick Book Accounting software for data entry and generate reports such as  Trial Balance Income Statement Account & Balance Sheet.  • Keeping records of all Government funding. |  |
| **ISPI CORPORATION (PVT) LTD Exposure**  **Senior Accountant** | **Oct 2014 to April 2016** |
| • Prepares asset, liability, and capital account entries by compiling and analyzing account information.  • Documents financial transactions by entering account information.  • Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and  other reports.  • Maintains accounting controls by preparing and recommending policies and procedures.  • Reconciles financial discrepancies by collecting and analyzing account information.  • Secures financial information by completing data base backups.  • Prepares payments by verifying documentation, and requesting disbursements.  • Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.  • Maintains professional and technical knowledge by attending educational workshops; reviewing professional  publications; establishing personal networks; participating in professional societies.  • Accomplishes the result by performing the duty.  • Contributes to team effort by accomplishing related results as needed. | |

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| **Audit Firm Exposure** |

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| **HLB JIVANJEE & COMPANY LLC (Member of HLB International) Chartered Accountant (Abu Dhabi UAE)**  **Senior Auditor – External/Internal Audit** | **Jan 2010 to Sept 2014** |
| * Initial planning of the job, assessment of control risk and designing the tests of controls for specific areas in consultation with the engagement manager/partner. * Design the substantive procedures in consultation with the engagement manager/partner. * Performance the test of control and substantive procedures highlighting the issues/matters. * Discussions with the clients regarding the various accounting or other issues/matters identified during the assignment. * Extensive application of the International Financial Reporting Standard (IFRS) and preparation of financial statements. * Verification compliance with various laws relating to the clients. * Performed booking accounting assignments.   **The most significant assignments that have contributed to my professional growth include:** | |

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|  | ***External & Internal Audit Assignments*** |
| **Manufacturing Sector** | Emirates steel wool manufacturing Est.  Kaddas Oilfield Services & Trading Co. L.L.C. |
| **Trading Sector** | Al Maymoon Trading Company L.L.C.- Abu Dhabi  Don Rite Media and Advertisement Group  Eniprom Gas & Oil Field Equipment & Services L.L.C  Riviere Water Company |
| **Insurance Sector** | New India Assurance |
| **Service Sector** | GisMutawa Inspection Services L.L.C  Delight International Group  Inter American Rent A Car  ChhappanBhog Group |
| **Major Achievements:**   * Promoted to Semi Senior Audit within one and half year of joining. * Promoted to Audit Senior just after one year of working as Semi Senior Audit. | |

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| **Professional Experience** | |
| **WHIZKIDS SCHOOL**  **Senior Accountant** | **Sept 2005 to Jan 2010** |
| Working as a **Senior Accountant** in Whizz Kids School. Directly reporting to School Principal.  **My key responsibilities included as;**   * Preparing monthly Income and Expenditure summary * Managing General Ledger transactions for Accounts Payable and expenses * Managing bank receipts, payments and preparation of bank reconciliation statements * Issuance of monthly school receipts and follow up for recovery * Managing payroll of 50+ employees * Petty cash handling | |

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| **Bosh Pharmaceuticals (Pvt) Ltd.**  **Accounts Officer** | **Dec 2003 to Nov 2005** |
| Working as **Accounts Officer** inBosh Pharmaceuticals (Pvt) Ltd. Directly reporting to Finance Manager and Audit Manager.  **My key responsibilities included as;**   * Prepare Debit Vouchers, Journal Vouchers and Expense Summary * Maintain Bank Deposit and prepare Bank reconciliation Statements * Prepare Account Receivable Statements * Working purchases and Accounts Payable * Monitoring invoicing, payment and recovery * Liaison with banks and handling all banking matters * Worked in Internal Audit Department as part of the audit team. | |

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| **IT PROFICIENCY** |
| * Proficient in MS Windows and MS Office applications. (EXCEL, WORD & POWER POINT) * Computer Hardware Engineering Networking * Typing Speed 55-60 w.p.m * Worked on Peachtree & Quick book Accounting Software |
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| **CONTINUING PROFESSIONAL DEVELOPMENT** | | |
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| * Seminar on Knowledge and Skill Development * Attended Seminar on Career Planning | | |
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| **Extra Curricular** |  | **Personal** |
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| * Received District Sports Certificate. * Received Government Certification of Typing * Provide tuitions to various graduates and under graduate students and professional students |  | * Marital status: Single * Religion: Islam * Languages: English, Urdu and Gujrati * Nationality: Pakistani |
| **Geographical Work Preference** |  | **Availability** |
| * Can work in Middle East, Australia, U.S.A., Canada, UK and rest of Europe. * Can travel abroad for official assignments. * Have travelled to various cities of Pakistan for official work. |  | Immediately |
| **Reference** |
| Will be provided on request |