**Hafiz**

Email: [hafiz.277259@2freemail.com](mailto:hafiz.277259@2freemail.com)

Visa Status: UAE Visit Visa

Current Address: Dubai-UAE

Objective

Contribute towards the growth and development of a dynamic organization, where I can be instrumental in utilizing my skills, experience and qualifications.

SUMMARY

* Two years and eight months of increasing experience of Accounts, Finance and Audit
* ACCA professional well-versed in financial analysis, finalization of financial statements and auditing operations.
* Detail-oriented professional with excellent understanding of IFRS, IAS, ISA.
* A strong team player with strong communication and analytical skills.

PROFESSIONAL EXPERIENCE:

Ali Akbar Group

Designation: Accountant

Duration: Oct 2013 to Feb 2016 (29months)

Achievements:

* Prepared financial statements in accordance with IAS, IFRS and GAAP.
* Prepared periodic financial analysis of management reporting.
* Preparation of annual budget, monthly forecasts and projections of accounts.
* Communication with external auditors on accounting issues to ensure auditor agreement with company decisions on accounting disclosures and issues.
* Maintained and updated the fixed assets register of the company on Tally ERP in terms of additions, disposals, transfers, depreciation and reconciled balances with the General Ledger.
* Ensured recording and processing of accounts payable and receivable in Tally ERP and General Ledger and account reconciliations.
* Prepared payroll, bank reconciliation statements and accounting of letter of credit.
* Prepare and Finalize Sales Reports, Statement of accounts and other ad-hoc reports for management.

**Malcus & Myre Management Consultancy**

Designation: ACCA Trainee

Duration: Jul-2013 to Sep-2013 (3 months)

**PROFESSIONAL SKILLS:**

* Devising internal Controls for the new accounting system & developing,
* Implementing a Computerized Accounting System
* Understanding Nature of Business of Clients
* Processing Financial Transactions in QuickBooks
* Updating Sales & Debtors Ledger as well as Payments to Local Vendors
* Salaries and Advances against Salaries of Employees Loan to Employees

**EDUCATION**

* **Chartered Certified Accountant (Finalist)**

(ACCA, U.K.)

* **Advanced Diploma in Accounting and Business**

(ACCA, U.K.)

* **Certified Accounting Technician**

(ACCA, U.K.)

**PROFESSIONAL AFFILIATIONS**

**ACCA** - Association of Chartered Certified Accountants – UK.

**PROFESSIONAL TRAINING**

Duration: Jan 2014 to Jun 2014 (6months)

* **Tally, MS Excel, Quick Books, Peachtree, Xero Cloud Accounting**

PERSONAL INFORMATION

Marital status: Single

Date of Birth: 15th April 1988