**Talha**

[**Talha.286092@2freemail.com**](mailto:Talha.286092@2freemail.com)

**CAREER OBJECTIVE**

As my earlier studies include Advance Financial Management and Advance Audit & Assurance, working with proficient and expert seniors will ultimately enhance my capabilities and expertise regarding my core area of interest. Wish to be among the one of the successful Financial Experts will motivate me to work hard and achievement oriented rather it is challenging or complex environment and tasks are.

**CAREER SUMMARY**

Throughout my career I have been working on Preparing and Presenting different types of Financial Reports including Financial Analysis, assuring that my organization meet all requirements regarding every ISA and IFRS. Extra responsibilities which include Auditing developed extra exposure to my skills as I was involved in conducting a complete audit, managing team, assigning different responsibilities to the juniors. In the above both responsibilities using different accounting and auditing software made me an IT friendly Professional.

**KEY SKILLS & STRENGHTS**

* Oracle • Tally
* Advance Excel • Peachtree
* QuickBooks • Budgeting & Forecasting
* Business Law • Accounts Payable/Accounts Receivable
* General Financial Administration • Financial Analysis
* Payroll administrator • Variance Analysis
* Bank Reconciliations • Financial Reporting
* Compliance engagements • Agreed Upon Procedures

**PRACTICAL EXPERIENCE**

**UMT (University of Management Technology), Lahore, Punjab, Pakistan**

**(**Pakistan’s 4th biggest University**)**

**As *Financial Analyst***

**Started; 15-October-2015 Ended; 02-February-2016**

* Determines cost of operations by establishing standard costs; collecting operational data.
* Identifies financial status by comparing and analyzing actual results with plans and forecasts.
* Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.
* Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
* Reconciles transactions by comparing and correcting data.
* Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials
* Increases productivity by developing automated accounting applications; coordinating information requirements.

**AG & Company Gujranwala, Punjab, Pakistan**

**(**One of the Leading Construction in Pakistan, involved in several major construction including; Parking Plazas, 20 floors Building and several other mega projects**)**

**As *Finance Manager/Accounts Manager***

**Started; 14-September-2012 Ended; 08-October-2015**

* Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards; resolving problems, completing audits; identifying trends, determining system improvements, implementing change.
* Meets accounting financial objectives by forecasting requirements; preparing an annual budget, scheduling expenditures, analysing variances, initiating corrective actions.
* Protects organization's value by keeping information confidential.
* Maintains accounting controls by establishing a chart of accounts, defining accounting policies.

**QUALIFICATION AND CERTIFICATES**

2016 Financial Markets from YALE University. (Non-Credit Course)

#### 2015 ACCA (Associate Certified Chartered Accountant) UK.

#### 2013 Advance Diploma in Accounting and Business Finance.

1. 2010 CAT (Certified Accounting Technician).

**Communication and Presentation Skills**

I possess excellent questioning, writing, presentation and listening skills, which are paramount for the position. I have used these skills in retrieving business requirements necessary for the critical systems for major financial organization.

**SUMMARY**

1. As my experience is concerned, I have worked as Assistant Accounts Manager in A & G Construction Co based in Gujranwala.
2. Then I started working as Financial Analyst in UMT, which is an Educational business.
3. I have studied QuickBooks, Peach Tree, and Tally and worked in ORACLE EBS 12.
4. My major subjects in my previous studies were Audit & Assurance and Financial Management, and as personal interest I want to boost up my career in above mentioned subjects

**PERSONAL INFPRMATION**