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# Asif

# [Asif.322427@2freemail.com](mailto:Asif.322427@2freemail.com)

**Accounts, Audit and Finance Expert**

** Profile:**

Having professional qualification ACCA (UK), with 3+ years Accounts & Audit experience in reputed companies of Punjab, Pakistan. Expert in;

|  |  |
| --- | --- |
| * Financial Statements Preparation * Accounting up to finalization * Financial Planning & Analysis | * Financial Forecasting & Budgeting * Internal & External Audits * Accounting & Accounts Supervision |

** Work Experience:**

1. **Solex Chemical (pvt) Ltd. Sep 2014 –Till Date**

**Multan, Punjab – Pakistan**

Accountant General

***Responsibilities:-***

* Assisting the manager in preparation of trial balance and financial statements in strongly IFRS dominated environment.
* Assist with analyzing financial statements on a monthly basis and report on variances.
* Performing horizontal and vertical financial analysis for performance evaluation.
* Payroll and administrative cost management.
* Trade payables and trade receivables management.
* Analyzing different general ledger accounts regularly.
* Supervising all regular accounting processes and journal entries plus monthly closure accounts.
* Reconciles financial discrepancies by collecting and analyzing account information.

1. **Amir Ashiq Sattar & Co. Chartered Accountants June 2013 - Sep 2014**

**Multan, Punjab – Pakistan**

Audit & Accounts Trainee

***Responsibilities:-***

Performed internal and external audit assignments for various clients

* ***Internal Audit:***
* Verify the physical cash with the books on daily basis and also on sudden basis.
* Vouching and verifying of daily bank receipts/payments.
* Checking and verifying the daily production reports.
* Conduct the stock take on monthly and randomly basis.
* Verify the routine store payments keeping in view of aging.
* Preparing financial analysis reports.
* ***External Audit:***
* Have verified all types of accounting transactions, finding out the mistakes and providing guidelines for removing the mistakes in the light of the international accounting and auditing standards.
* Having a close eye on the receivables and payables and preparing the aging reports.
* Randomly visits the raw material stores for stock taking.
* Check the depreciation calculations and policies for fixed assets
* Verify procure to pay and order to cash cycle

** Professional Qualification:**

**ACCA (UK)**  March 2016

Association of Chartered Certified Accountants, United Kingdom

**Advanced Diploma in Accounting & Business** June 2012

Association of Chartered Certified Accountants, United Kingdom

** Academic Qualification:**

**Bachelor in Commerce** (3.60 CGPA out of 4)(2013-15)

Virtual University of Pakistan

**Intermediate in Commerce** (Marks Secured 848 out of 1100 - 77%) (2011-13)

Board of Intermediate and Secondary Education, Multan, Punjab, Pakistan

** I.T Knowledge:**

* Expert in accounting software's (Quick Books, Peach Tree, Tally 9)Advanced user of Microsoft Excel.
* Proficient with email and MS Office Applications. Windows XP, Win 7 and Vista expert.
* Concise Knowledge of SAP and its application. (Training Course Under process)

** Skills:**

* Very strong knowledge of International Financial Reporting Standards (IFRS) and

International Standards on Auditing (ISA).

* Excellent Accounting Knowledge and can handle accounts independently up to finalization.
* Excellent personal, communication and decision making skills.
* Capable in preparing detailed qualitative and quantitative reports on a timely basis.
* Outstanding presentation skills and writing capability in English.
* Skilled at mentoring, motivating and inspiring junior members of the team.
* Ability to work cooperatively and collaboratively with all levels of employees, management,

and external agencies to maximize performance, creativity, problem solving and results.

** Language Skills:**

* Fluent in English, Urdu &Hindi. Basic in Arabic Speaking & Understanding.

** Personal Details:**

* Nationality: **Pakistani**
* Marital Status: **Single**
* D.O.B: **March 5, 1988**
* Visa Status: **Visit Visa**
* Visa Expiry: **December 2, 2016**
* Availability: **Can join immediately**