**Mueen**

**Mueen.327460@2freemail.com**

** Profile**

I am a confident worker who can handle complications. With listening carefully and asking the right questions I can get to the core of a situation very quickly.

**Professional Summary**

I have over 3 years of working experience with PwC. Currently pursuing Chartered Accountancy I possess skills such as analytical problem solving, team management and report writing. ***For details please see page 2.***

 **Personal Information**

Date of Birth: July 30, 1990

Place of Birth: Lahore, Pakistan

Marital Status: Single

Nationality: Pakistani

** Languages**

 

Urdu – Native Language English-Professional

Proficiency\*

***\*IELTS overall band score of 7.5***

** Educational Background**

* The Institute of Chartered Accountants of Pakistan (ICAP)

**2016**

* + Certified Finance and Accounting Professional (CA Finalist)
	+ CA Intermediate examination

**2008**

* Lahore Grammar School
	+ GCE Advanced Level examination

**2006**

* Crescent Model Higher Secondary School
	+ GCE Ordinary Level examination

**Year**

** Skills**

Possess diversified knowledge and skills in accounting and auditing and good understanding of

* International Standards on Auditing
* International Financial Reporting Standards
* Corporate Laws
* Taxation Laws as applicable in Pakistan

**Others**

* Computer proficient and possess command over
* Microsoft Office applications particularly MS Excel, MS Word, MS Power Point and MS Visio
* Good oral and written communication and interpersonal skills
* Took 100 hour Presentation Skills Training Course recommended by ICAP

**Extra-Curricular Activities**

* Like to play cricket, football and badminton
* Represented A.F.Ferguson & Co as captain in a cricket tournament organized by ICAP

**Professional Experience**

A.F.Ferguson & Co (a member firm of **)**

**Supervising Senior**

Worked with PwC Pakistan as Supervising Senior where I was assigned to a Micro Finance Institution as Finance Manager under a Resource Secondment Agreement.

**(June –Sept 2015)**

** Achievements**

* Successfully lead the Finance team to close monthly books of accounts on time and report the Management Accounts to CEO by 10th of relevant month, without delays.
* Saved good amounts of sums by tightening controls over utilization of funds and improved the debt collection process significantly through continuous monitoring and auditing.
* Maintained effective control over cash and bank through liaison with banks and preparation of bank reconciliation statements.
* Effectively worked as Liaison for the conduct of external audit.

**Audit Senior**

Conducted a variety of financial audits in manufacturing, trading, and services sector and gained cumulative audit knowledge of different industries’ work practices.

**(May 2011-Nov 2014)**

**Audit Clients**

Nishat Hotels and Properties Limited

Nishat Hospitality (Pvt) Limited

Sapphire Wind Power Company Limited

Reliance Sacks Limited

General Electric International Operations Pakistan

Honda Atlas Car Pakistan Limited

D.G. Khan Cement Limited

Varioline Intercool Pakistan (Pvt) Limited

Descon Oxychem Limited

Shakarganj Mills Limited

Sapphire Electric Company Limited

Pakarab Fertilizers Limited

 ** Achievements**

* Developed knowledge and experience of conducting audits in different sectors and effectively gained and practiced quality report writing skills.
* Evaluated the financial information provided by client through performance of various verification procedures as per PwC methodology and assisted the manager in identifying risks and errors in accounts.
* Highlighted the key risk areas for manager’s attention through performance of variance analysis of financial statement line items, with justifications.
* Accompanied the manager in key discussions with the higher management of the client on critical issues identified during the audit.