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| **QAMAR ZIA – CV No 2009634**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |



QAMAR ZIA

FINANCE & ACCOUNTING PROFESSIONAL

Language: English, Hindi, Urdu

Visa Status Visit Visa (valid till April 5, 2017)

**Objective andcareer Summary**

Accounting, finance & audit professional having more then, 6 years of professional experience as Manager Finance & Accounts/Controllership analyst with sound knowledge of Accounting, Finance, Taxation, internal and external audit, International financial reporting standards, risk assessment and financial reporting.

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

**CORE COMPETENCIES**

**Key Skills:** International financial reporting standards, Accounting, Finance, Taxation, Internal and external audit, financial reporting, risk assessment, Ms Office, Internet Browsing, Sidat Hyder Financials, Oracle ERP, BOXI, Audit software GAMx, EY random & Caseware.

**professional experience**

**JUN-2015 to OCT-2016 CONTROLLERSHIP ANALYST**

**CORE RESPONSIBILITIES:-**

* Supporting Month end closing process: calculation of accruals, prepayments, Provisions and journaling into the accounting system.
* Preparing all Inventory reconciliations for four legal entities on monthly and quarterly basis in ARM (Accounts Reconciliation Manager) tool.
* Controlling inventory accounts for T & ME (Turkey & Middle East) region.
* Reporting and analysis of inventory accounts for T&ME region from Oracle GL Prod Inventory module, Business Object-XI & OBIEE (Oracle Business Intelligence Enterprise Edition) tool.
* Controlling annual stock count for T&ME region and reconciliations of physical and Oracle inventory balances.
* Monthly 3-way SL, GL & Demo tool reconciliation for Demo inventory.
* Reconciliation of Balance sheet accounts on quarterly & monthly basis on ARM tool.
* Profit & Loss and Balance Sheet Variance analysis for four legal entities.
* Coordination with STAT team and external auditors.
* Bank guarantees reporting for T&ME region.
* Issuance of new bank guarantees in ALOC (Automated Letter of Credit) & Local bank guarantee tool and operational follow up on aged & expired bank guarantees.
* Monitoring of bank balances through web cash tool and coordination with banks on transfer instructions.
* Coordination with banks & Global treasury department for opening of bank accounts offshore & onshore for Iraq branch office.

**JULY-2011 to JUNE-2015 MANAGER FINANCE & ACCOUNTS**

**Capital Group of Industries, Islamabad Pakistan**

**CORE RESPONSIBILITIES:-**

* Ensure timely data entry in Sidat Hyder Financials (Oracle based accounting software) and maintenance of proper books of accounts.
* Preparation of daily performance summary.
* Management of major creditors & vendors accounts.
* Monthly bank reconciliation statements.
* Reconciliation of intra group intercompany current accounts.
* Documentation with banks for Lease and Running Finance Facilities.
* Preparation and execution of monthly payroll.
* Preparation of monthly sales tax returns and electronic filing.
* Preparation of monthly withholding tax returns and electronic filing.
* Preparation & electronic filing of annual income tax return
* Coordination with tax auditors regarding field audit & desk audit of sales tax and income tax related matters.
* Preparation of quarterly, half yearly and annual accounts and reports
* Co-ordination with auditors.

**JUL-2009 to JUN-2011 Senior accountant**

**Capital Group of Industries, Islamabad Pakistan**

**CORE RESPONSIBILITIES:-**

* Data entry in Sidat Hyder Financials (Oracle based accounting software) and maintenance of proper books of accounts.
* Prepare asset, liability and capital account entries by compiling and analyzing account information.
* Maintain financial security by following internal controls.
* Preparation of monthly bank reconciliation statements.
* Prepare payments by verifying documentation and requesting disbursements.
* Monthly closing of General Ledger.
* Preparation and calculation of monthly accruals and prepayments.
* Assist auditors in annual & interim audit

**ARTICLEship**

**NOV-2005 to MAY-2009 SENIOR AUDITOR**

**Ernst & Young, Islamabad Pakistan**

**CORE RESPONSIBILITIES:-**

* Preliminary planning and development of detailed audit plan for financial audits of various local and multinational organizations,
* Time budgeting, mobilization of engagement team, preliminary risk assessment and review of accounting and internal control systems,
* Review, analysis and conclusion on work performed,
* Ensuring compliance with applicable statutory legislatures and International Financial Reporting Standards (IFRS),
* Drafting of reports including, internal audit reports and management letters highlighting internal control weaknesses and the risk involved, business improvement points and suggestions,
* Analysis of financial statements, comparison of actual financial performance with budgets and prior years and investigation and explanation of variances
* Management, supervision and coordination of audit work being performed by the audit teams.

**AUDIT CLIENTS**

Practical audit exposure includes the following large scale public & private companies;

* Wi-Tribe Pakistan Limited
* MTN Afghanistan
* Oil & Gas Development Company Limited
* Petronas Carigali Pakistan Limited
* MOL Pakistan Oil & Gas Company
* Tullow Pakistan Developments Limited
* Uch Power Private Limited
* Cisco Systems Pakistan Private Limited
* National Logistics Cell
* Strengthening Participatory Organization

**ACADEMICS**

**2005** **CA (Intermediate)**

Institute of Chartered Accountants of Pakistan

**2001** **HSSC**

Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan

**1999**  **SSC**

Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan

**trainings & achievements**

* Participated in technical courses conducted by Ernst & Young, Islamabad on various topics namely, Global Audit Methodology, International Accounting Standards, Ernst & Young audit software and other technical updates.
* Participated in various workshops conducted by the Ernst & Young Islamabad on various audit tools such as Caseware, and GAMx.

**PROFESSIONAL STRENGTHS**

* Excellent planner and executioner with an eye on the minutest details.
* Ability to work independently and within team.
* Cooperative and supporting supervisor and well trained subordinate.

***Reference will be furnished on demand***

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