|  |
| --- |
| **AMMARA UROOJ– CV No 2009664**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.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |



**AMMARA UROOJ**

**Accounts, Audit and Finance Management Professional**

**PROFILE SUMMARY**

PROFILE SUMMARY

Competent Senior Accounting Professional with 9+ years’ of experience within diversified industries, related to the field of chartered accountancy, having completed CA Inter and pursuing Certified Internal Auditor Certification. Proven expertise in accounts, audit and finance management, finalization of financial statements and reconciliation, cost control, payroll preparation, taxation, general ledger and books of accounts management. Possess sound knowledge of International Financial Reporting Standards, International Auditing Standards, cost management techniques, audit procedures and experience in external & internal auditing. Proficient in various accounting packages i.e. Tally, QuickBooks, Peach Tree & ERP Packages. Proactive with analytical, organization, coordination and communication skills.

**STRENGTHS**

* 9+ years’ experience in Accounts, Audit and Finance functions
* Accounts Management Expertise
* Finalization of FS
* Adept with relevant applicable laws i.e. IFRSs & IAS
* Commitment to Service Excellence

QUALIFICAITONS

* 5+ years experience in Accounts, Audit and Finance functions
* Accounts Management Expertise
* Budgeting and forecasting Expertise
* Finalization- Reconcilia

|  |  |
| --- | --- |
| **Chartered Accountancy- Part Qualified CA-Inter** Institute of Chartered Accountants of Pakistan |  |
| **Masters in Economics** University of Sargodha – PakistanCAREER SNAPSHOT |  |
|  |  |
| **Accounting Manager****Accounts & Admin Officer** Showcase Group, Dubai Flooring Solutions & Interior Design Companies |  June 2014 to August 2016    March 2013 to May 2014  |
| **Manager Accounts & Corporate Affairs.**F.R.A.N.T.S. & Co, Chartered Accountants, Pakistan**One of the recognized Audit Firm in Pakistan** |  March 2011 to February 2013 |
| **Auditor (CA Internship)** F.R.A.N.T.S. & Co, Chartered Accountants, Pakistan | October 2007 to February 2011 |
|  |  |
|  |  |
| **Assistant Accountant**Q.S.A Surgical (Pvt.) LtdOne of the leading surgical instrument manufacturers in Pakistan  | August 2006 to September 2007 |

AREAS OF EXPERTISE

**AREAS OF EXPERTISE:**

**Financial Management and Accounting**

* Deal with all general accounting and financial activities. Manage financial planning, budgeting and cost analysis, implement cost control measures and liaise with bankers and clients.
* Handle complete books of accounts independently up to completion including books of transaction, cash, stock, production and other related jobs.
* Prepare, examine and analyze accounting records, financial statements and other reports to assess accuracy.
* Prepare income statements, monitor financial transactions and enter into the accounting system.
* Classify and maintain monthly Balance Sheets, financial reports and quarterly reports.
* Uphold awareness of applicable laws and regulations to maintain up to date compliance. Enforce strict control on financial records to ensure adherence international accounting standards.
* Establish and maintain relationships with bankers, suppliers, clients and regulatory bodies’.
* Streamline process and procedures to attain greater efficiency in workflow and deliverables.
* Liaison with auditors for the performance of external or internal audit of the company, annually and quarterly

**Audit Management**

* Expertise in conducting various types of audits that summarize the organization’s financial position.
* Adept in risk based planning, budget preparation/ administration, risk analysis, financial and operational analysis, reporting and documentation.
* Collect and analyze data and key indicators to detect deficient controls, duplicated efforts, extravagance, fraud or non-compliance with laws, management policies and implemented controls.
* Thoroughly check financial and operational activities for efficiency, effectiveness and use of accepted accounting procedures in recording transactions, identify key risk areas and report abnormalities.
* Evaluate and report audit findings and recommend actions to correct unsatisfactory conditions, improve operations, reduce costs, and ensure compliance with applicable requirements.

**Stock Take/ Inventory Management**

* Understand the entity’s stock in trade, stock management, assessment of internal control risks by identifying areas of non-compliance; evaluating weaknesses and inefficiencies;
* Planning and conducting physical stock take and evaluation at the year end

PROVEN JOB ROLES

**Accounting Manager:**

* Managing and overseeing daily operations of the accounting department including accounts payable/ receivable, general ledger, payroll, budgeting, cash flow management, bank account reconciliations.
* Establishing and enforcing proper accounting methods, policies and principles.
* Monitoring and analyzing accounting data producing and maintaining error free financial reports required by the management at any given time, for cash flow management and to provide information about profitability of operations.
* Evaluation of existing procedures of internal controls and accounting system and ensuring the improvement of existing system and implementation of new system in an efficient manner.
* Reconciling company’s bank records with bank generated statements and manage finances for the upcoming future financial needs
* Preparation of variance analysis reports and discussion with higher management for the reasons and recommendations to initiate corrective actions.
* Liaison with external auditors for the finalization of annual audit and generation of audit report.
* Compliance with relevant laws and regulations
* Developing necessary contacts with banks and figure out various issues with banks whenever required including LC.
* Travelling to other GCC countries whenever required by the management.
* Performing internal auditing services for other sister concern companies.

**Accounts & Admin Officer:**

* Preparing quotations on receiving of inquiries and issuing invoices upon completion of projects, follow up for receivables and payables, maintaining reports required for accounting purpose.
* Evaluating existing procedures of internal controls and accounting system and ensuring the improvement of existing system and implementation of new system in an efficient manner.
* Dealing with internationally recognized brands mainly from U.S. for flooring solutions and interior design projects
* Developing necessary contacts with clients for promotion of business and follow up with clients and suppliers from the start of project until it get finished for the timely delivery of product.
* Conducting all other accounting and admin related responsibilities for ensuring smooth functioning of Accounting & Admin department

**Manager Accounts & Corporate affairs:**

* Reported directly to the Partner of the Firm.
* Accountable for all activities relating to accounts and corporate affairs.
* Finalization of the books of accounts and preparing financial statements independently up to completion with zero error tolerance.
* Handled corporate matters such as incorporation of Public Limited Companies and Private Limited Companies including Single Member Company;
* Collaborated with Joint Registrar and Deputy Registrars of Securities and Exchange Commission of Pakistan (SECP) in corporate matters;
* Provided Secretarial services under Companies Ordinance, 1984 such as increase in authorized capital, change of name of the company etc. along with filing of various statutory forms.

**Audit Senior:**

* Reported to the Audit manager and Partner of the firm.
* Conducted External audits, as Job In-charge, of various industries i.e. manufacturing, trading, services, hospitals and schools etc.
* Conducted Internal audits, as Job In-charge, of manufacturing industries with teams consisting more than 10 individuals.
* Accountable for all procedures applied from planning to finalization phase of audit assignments.

IT SKILLS

**IT SKILLS:**

* Proficient in accounting software: Tally, QuickBooks, Peachtree & ERP Packages
* Well versed MS Office, Internet & E-mail applications

PERSONAL DETAILS

**PERSONAL DETAILS:**

Nationality: Pakistani Languages: English, Urdu & Hindi

Date of birth: June 15, 1984 Driving License: U.A.E (Own Car)

Visa Status: Long Term Visit Visa ending in Feb, 2017 Reference: Will be furnished upon request

Joining Period: Immediate

|  |
| --- |
| **AMMARA UROOJ– CV No 2009664**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.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |