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|  | Waleed | **F:\123.JPG** | Email: | [Waleed.335894@2freemail.com](mailto:Waleed.335894@2freemail.com) |
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|  | Seeking a long term management position in a dynamic organization which values the culture and ethical standards to enable my professional development and to enhance my skills with the aim to contribute towards organizational success and to meet its expectations. |  |  |
| Location: | Dubai, United Arab Emirates |
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|  | **Work Experience** |  | |  | | | **Skills & Competencies** | | | | | | | |  | | | |
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|  | **LaGuardia Petroleum (Private ) Limited** | | |  | |  | |  | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  | *Manager Finance & Accounts* | |  |  | | |  | | | | | | | | | | | |
|  | Jan 2015 – Oct 2016 | | | | |  | **Financial Accounting** | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | |
|  | **Role & Responsibilities:**   * Managing the company's financial accounting, monitoring and reporting systems; * Process and monitor monthly accounts payable/receivable reports, payroll, revenue and expenditure variance analysis, fixed asset register etc.; * Report to the management on variances from the established budget, and the reasons for those variances; * Preparation of quarterly, half yearly and annual financial statements and allied schedules in accordance with the requirements of the Companies ordinance, 1984 and International Financial Reporting Standards (IFRS); * Forecast cash flow positions and ensure that sufficient funds are available to meet ongoing operational and capital requirements of the organization; * Verification and review of bank reconciliation; * Liaising with auditors to ensure annual monitoring is carried out; * Developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organizations such as the Inland Revenue.   **Tariq Abdul Ghani Maqbool & Co.**  *Coordinator - Assurance Services*  May 2011 – Nov 2014  **Roles & Responsibilities:**   * Client relationship & audit engagement management; * Risk assessment & evaluation of internal controls; * Planning and execution of an audit in accordance with International Standards on Auditing (ISA); * Development of appropriate audit procedures & working papers; * Ensuring that financial statements comply, in all material respects, with applicable financial reporting framework and other regulatory requirements; * Coordination with audit team and review of the work performed; and * Finalization of an audit and drafting of audit reports & deliverables. | | | |  | | **Financial Reporting** | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | |
|  |  | | **Payroll Management** | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | |
|  |  | | **Fixed Assets Management** | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | |
|  |  | | **Accounts Receivables** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Accounts Payables** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Bank & Bank Reconciliation** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Administration** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Auditing** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **QuickBooks** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Peach Tree** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **MS Excel** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **MS Word** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Book Keeping** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Accounts Finalization** | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | | | | |
|  |  | | **Academics** | | | | | | | | | | | |
| **CA Intermediate** – March 2010 | | | | | | | | | | | |
| Institute of Chartered Accountants of Pakistan | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Higher Secondary School Certificate** – Sep 2003  Punjab College of Commerce, Rawalpindi, Pakistan. | | | | | | | | | | | |
|  |  | | **Languages** | | | | | | | | | | | |
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| |  | | --- | |  | |  | |  | | **English** | | | | | | | | |  | | --- | |  | |  | | **Urdu** | | | | | |
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|  |  | |  | | | | | | |  | | | | |
|  |  | | **Interests** | | | | | | | | | | | |
| Innovation | | Traveling | Book Reading | | | | | | | Video Games |  |
|  | |  |  | | | | | |  | | |
| Cricket | | Net Surfing | |  | | | | | | | |
| **Nationality:** Pakistan | | | | | | | | | | | |