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# [Muhammad.335919@2freemail.com](mailto:Muhammad.335919@2freemail.com)

# COVER LETTER

## Dear Sir/Madam,

I am a highly challenging professional who loves learning and working in the world class professional environment.

I am keen to work under highly competent and experienced Chartered Accountants, like direct reporting to Partner and/or CFO to avail maximum benefit of their life time experience.

I am CA Finalist (With three papers passed) from the Institute of Chartered Accountants of Pakistan (ICAP).

I have three and half (3.5) years of Experience in Auditing firm from Grant Thornton Anjum Rahman (GTAR), a member firm of Grant Thornton International.

Other than the audit of reputed organizations as a Job In-charge, during my consultancy assignment, I have worked on the implementation and review of Internal Control over Financial Reporting (ICFR) of a Financial Institution and a reputed Bank.

Please find enclosed my CV for your consideration.

**PROFILE**

**Objective:** To pursue a challenging career pertaining to the field of finance, accountancy and audit, in a professional and achievement oriented organization which provides opportunities for technical and intellectual growth

**Experience:** Three and half years (3.5) years of diversified audit and consultancy experience from a member firm of Grant Thornton International

**Qualification:** Chartered Accountant - Finalist (Three papers passed)

# EDUCATION

### CA Finalist (Institute of Chartered Accountants of Pakistan) Oct 2008 – Present

Completed ICAP training requirement of three and a half years of audit experience from Grant Thornton Anjum Rahman (GTAR) and currently appearing in Final module (F) exams

### HSSC (Higher Secondary School Certification) April 2006 – Aug 2008

A Grade (77% marks from Peshawar Board –BISEP)

### SSC (Secondary School Certification)

### A+ Grade (84% marks from Federal Board – FBISE) April 2004 – Aug 2006

**Main Courses: Advanced Financial Accounting and Reporting, Auditing, Financial Management, Business Analysis, Management Accounting, Taxation, Information Technology, Business Laws, Corporate Laws and Corporate Governance.**

**SKILLS SUMMARY**

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| **Technical skills** | **Internal controls:** Vast experience in designing, implementation and review of an effective internal control system including the Controls over Financial Reporting (ICFR)  **Auditing:** Diversified experience in auditing across different sectors like oil and gas, banking, development and telecom  **Financial statements analysis:** High level business analysis skills at financial statements level through the application of industry specific horizontal as well as vertical analytical procedures  **Financial Reporting:** Preparation of financial statements, application of relevant and updated accounting standards and ensure adherence to the regulatory requirements  **Finalization of audited accounts:** Preparation of final deliverables of the various clients like audit report, board letter, representation letter, management letter, summary of significant matters and engagement letter |
| **Computer literacy** | **Automated auditing software:** Comprehensive knowledge and application of GT Horizon automated auditing implementation tool known as Voyager, developed by Grant Thornton International  **Accounting Software:** FICS and UBANK Plus.  **MS Office:** Advance level of MS Excel and Word |
| **Team Leading** | As a Job In-charge of various assignments, I have the ability to lead team |
| **Training** | Good teaching and presentation skills |
| **Others** | Intelligent, motivated and hardworking Sharp, proactive and out of box thinking Takes responsibility for the tasks assigned Good interpersonal and communication skills Conflict management skills among the team  Capable of successfully adapting to new environment, people and technology  Ability to meet strict deadlines, work under time pressured conditions without compromising the quality |

# WORK EXPERIENCE 3.5 Years

### Grant Thornton Anjum Rahman, Chartered Accountants



Grant Thornton Anjum Rahman (GTAR), previously known as Anjum Asim Shahid Rahman, is a leading firm of chartered accountants committed to providing the highest quality of professional services in accounting, auditing and taxation. GTAR is a member firm of Grant Thornton International in Pakistan. ([http://www.gtpak.com/index.html).](http://www.gtpak.com/index.html))

### Senior Auditor (3 years & 6 months) Jan 2013 – July 2016

Comprehensive and well diversified auditing experience of various clients across different industries. I have also conducted the Statutory Audit & Review of Internal Control over Financial Reporting (ICFR) of a reputed Bank. Being Senior Auditor of various assignments, I was responsible for team leading and direct coordination with Director Assurance & Risk of our firm and Chief Financial Officer (CFO) of the clients. I also got the opportunity to work for consulting assignments like internal controls and vast experience of conducting treasury related audits (treasury department of bank). For further details about the clients audited refer to Annexure 1.

### INTERESTS

* Playing Cricket
* Table Tennis
* Traveling
* Football
* Music
* Movies
* Reading Books

### ANNEXURE 1 - SECTOR WISE LIST OF CLIENTS & NATURE OF THE ASSIGNMENT UNDERTAKEN BANKING & FINANCIAL INSTITUTION

* **The Bank of Khyber–** Annual audit for year ended December 31st, 2014.
* **The Bank of Khyber–** Annual audit for year ended December 31st, 2015.
* **The Bank of Khyber–** Half Year review for the period ended June 30th, 2014.
* **The Bank of Khyber–** Half Year review for the period ended June 30th, 2015.
* **The Bank of Khyber–** Internal Control over Financial Reporting (ICFR) assignment for the year ended December 31th, 2014.
* **The Bank of Khyber–** Internal Control over Financial Reporting (ICFR) assignment for the year ended December 31th, 2015.
* **The Bank of Khyber-** Islamic deposit rate verification assignment for the months of January 2014 to December 2014.
* **The Bank of Khyber-** Islamic deposit rate verification assignment for the months of January 2015 to December 2015.
* **SME Bank Limited–** Half Year review for the period ended June 30th, 2016.
* **Pak China Investment Bank-** Internal Control over Financial Reporting (ICFR) assignment

### OIL & GAS

* **Ados Pakistan Limited –** Annual Audits for the year ended June 30th 2013, June 30th 2014 and June 30th 2015
* **Petrolog Private Limited–** Book keeping
* **Kuwait Foreign Petroleum Exploration Company (KUFPEC)-** Provident Fund audit for the period ended December 31st, 2013

**DEVELOPMENT**

* **WaterAid Implementing Partners: Muslim Aid Pakistan (MAP) –** Project audit by Donor
* **Pakistan Poverty Alleviation Funds Internal Audit of following partners organizations (POs)**
* Community Uplift Program (CUP)
* Social Action Bureau for Assistance in Welfare and Organizational Networking (SABAWOON)
* Sustainable Development, Education, Rural Infrastructure, Veterinary Care & Environment (SERVE)
* **Mennonite Economic Development Associates (MEDA)**
* **UNDP National Implementation Modality (NIM) Projects - Annual audit**
* Refugee Affected & Hosting Areas PMU Balochistan (RAHA)
* Area Development Program Project Balochistan (ADPB)

### POWER SECTOR

* **Pro Energy Private Limited –** Annual Audit

### TELECOM

* **Konnect Holding (KHL) Private Limited -** Annual Audit

### GOVERNMENT SECTOR

### Utility Stores Corporation of Pakistan