Muhammad

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**CARRER OBJECTIVE**

To contribute towards the growth and development of a dynamic organization where opportunities to growth both personally and professionally are ample and where I can utilize my skills effectively.

 **EXPERIENCES**

I am mainly responsible for organizing and overseeing audits in accordance with the annual audit plan, overseeing the review process then make any necessary recommendations to change policies, implement new systems or even change employee roles and team structures, produce reports highlighting issues and providing potential solutions, Supervise, coach and develop junior members of staff within teams and to ensure compliance with audit methodology and risk management and external (regulatory) requirements,

 **3.5 YEARS EXPERIENCE WITH**

**AWAN& CO. – CHARTERED ACCOUNTANTS PAKISTAN**

During my training period I learned time management, completion of assignments within stipulated deadlines, performed cost effective work with quality and maintenance of good relations between audit team and client’s management. Oversaw the work of audit staff team, provided mentoring and coaching. Conducted compliance audits for government contractors’ clients and reviewed contractual agreements to ensure adherence to proper accounting principles. Evaluated the effectiveness of internal control policies concerning the preparation of financial statements and recommended areas of improvement. Effectively resolved accounting issues. In addition attended regular trainings amongst the staff at all level, including in-house training, approved training programs under respective byelaws of the Institute of Chartered Accountants of Pakistan (ICAP) and the Association of Chartered Certified Accountants (ACCA).

**PROFESSIONAL EXPERIENCE**

**MANAGEMENT ACCOUNTING – AUDIT SUPPERVISING**

Accounts Management – Internal Controls – Team Leadership

* Conduct comprehensive financial audits, federal and state compliance audits, and agreed-upon procedures.
* Perform analytical procedures/analyses to detect unusual financial statement relationships.
* Perform internal control and substantive testings.
* Identify and communicate accounting and auditing matters to seniors and managers.
* Propose adjusting journal entries and discuss audit findings with clients.
* Identify and communicate accounting and auditing matters to seniors and managers.
* Prepare PBC (Provided by Client) lists and confirmation requests.
* Document audit procedures and cross reference work papers.
* Create management representation letter comments and recommendations and draft audit reports for management review.
* Coordinate entrance/exit conferences.
* Prepared reconciliation for various general ledger accounts:
* cash, accounts receivable, and accounts payable.
* Analyzed financial information detailing assets, liabilities, and capital.
* Prepared incentive calculation and financial statement.
* Planned budget expenditure; control cash flow and cost.
* Maintained customer ledgers.
* Reviewed and adjusted general ledgers.
* Conducted periodic inventory audits.
* Assisted in preparing payroll and pay check distribution.

**AUDIT EXPOSURE**

I got valuable audit experience in large to medium sized public and private sector organizations including corporations, limited companies and non-governmental organizations (NGOs), trusts and other non-profit organizations. I have been mainly engaged in Statutory Audits, Special Audits, Management Audits, Proprietary Audits and Internal Audits. I have been engaged in manufacturing, trading as well as service industries of diversified nature, which are detailed below:

* Palm Oil Industries **Indonesia**
* Construction
* Rice Mills
* Food and Allied
* Furniture industry
* Pharmaceutical
* Textile and Allied
* Hotel and Tourism
* Hospitals
* Education Institutions
* Trading concerns
* Trusts and NGOs
* Jute Mills

**TAX EXPOSURE**

I got valuable experience of Income Tax & Sales Tax consultancy and advisory services including:

* Preparation & filing of Tax returns (Individual & Company)
* Representation before the taxation authorities
* Getting the nil deduction certificates for the clients

 **HAMID TEXTILE MILLS LIMITED (PAKISTAN) JUNE 2016 TO DEC 2016**

Worked as Assistant Account Manager and key responsibilities were…

* Using automated accounting systems for data input and to obtain reports.
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* Maintaining the status of funds.
* Performing account analysis and account research.
* Processing accounting transactions.
* Responsible for expenditure and collection transactions.
* Handling customer inquiries, researched problems and developed solutions.
* Training the junior accounting clerks.
* Researching problems and processed corrected payments.
* Maintaining records of payment information.
* Managing vendor accounts, generating weekly on demand cheques.
* Handling payroll of 200 employees’.
* Maintaining track record of company’s expenses.
* Assisting in carrying out company’s internal audit.
* Carrying out various banking functions like loans, online banking etc.

**COMPUTER KNOWLEDGE**

* Operating Systems (DOS, Windows 2000, XP, Vista and Windows 7)
* MS Office 2003, 2007 (Word, Excel, PowerPoint)
* Internet (E-mails at all search engines, browsing at all browsers)
* Hardware & Software (Casing, cabling and installation)

**QULALIFICATION**

* CA Intermediate (P.Credit in 2 Papers) From ICAP
* B.A from University of Punjab Pakistan , 2011.
* F.Sc from Dera Ghazi Khan Board Pakistan, 2007.
* Matriculation in Science from Dera Ghazi Khan Board Pakistan , 2005.

**LANGUAGES**

* Urdu - Excellent Speaking and writing
* English – Speaking and writing

**PERSONAL INFORMATION**

 Date of Birth: October-12-1987

 Marital Status: Single

 Nationality Pakistani

**REFERENCE**

Will be furnished on demand.