mustafa

CAT &ACCA ACCOUNTING, FINANCE & AUDIT EXPERIENCED PROFESSIONAL

**C/o-Contact No**: +971504973598

**Email**: mustafa.340308@2freemail.com

**Languages**:English, Urdu, Hindi

**Nationality**:Pakistan

# Objective

Seeking challenging and rewarding middle level position in finance and accounts across multinational or local organizations, demanding high standards of quality and precision and providing opportunities to amalgamate my personal enrichment with professional goals

# Profile

A hardworking, reliable and enthusiastic finance and accounts professional,holding a professional qualifications of**Certified Accounting Technician (CAT)**&**Chartered Certified Accountant (ACCA).** I have more than **three(3+) years of diversified work experience** in the fields of **finance and accounts** high aptitude, on detail orientation combined with professionalism and strong work ethics in workplace. I am able to work in less supervision and to get the job done effectively and efficiently. Well versed in **IT skills,**use of**Microsoft OfficeTools**, **ERP Oracle, SAP, PeachTree, QuickBooks, Tally** and variouscomputerized accounting applications.

# Key Competencies / Skills

* Finance and Accounts
* Auditing & Taxation
* Payroll Management
* Financial Reporting
* Reconciliation of Accounts
* Internal Controls Procedures
* MIS Reports
* Costing, Budgeting and Forecasting
* Bank Dealing
* Problem Solving Skills
* Credit Control
* Accounts Payable& Accounts Receivable
* Standard Operating Procedures (SOP)
* Cash Flow Management
* Inventory Management
* General Ledger Accounting

# Professional Experience

### I.S TRADER(Pvt.) Limited July 2014 to Jan 2017

#### **Accounts Executive**

##### Responsibilities:

* Managing bank & cash payments after ensuringavailability and completeness of supporting documents and preparing relevant reports for audit purposes.
* Produce daily cash position report to monitor daily forecasts and to cover today’s outgoing settlements with today’s incoming receipts.
* Management of account receivables and payables along with their reconciliation with co-ordination of respective departments.
* Preparing bank reconciliation on monthly basis and responding promptly to any discrepancy found.
* Responsible for the accurate accounting of transactions and timely preparation of management accounts.
* Review, with the assistance of accountants, validity, accuracy and authenticity of invoices received from Local Suppliers and post these in the ledger.
* Check and verify the Credit/Debit Notes issued by suppliers against goods returns; price changes etc. and post these in the ledgers.
* Recording the cost of newly-acquired fixed assets, tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets.
* Ensure that all staff settle advances and/or loans in line with established policy and procedures and that all accounts are settled at the time of termination of service.
* Maintain the finance files and ensure that documents are filed correctly and in a timely manner.
* Supervisingmonthly stock takesand reviewing quantitative reconciliation of stock.
* Coordinating with Finance Manger to discuss and resolve audit-related concerns to ensure transparency and fairness.

### **M.A Chaudhri& Co -** **(Chartered Accountants)** Feb 2013 to July 2014

#### **Audit Associate**

##### Responsibilities:

* Development of general strategy, detailed audit plan and audit programs in co-ordination with audit senior for conducting audit assignments.
* Making detailed time budgets and coordinating with the staff to meet the reporting deadlines.
* Obtaining an understanding of accounting and internal control system.
* Identifying weaknesses, addressing risk and giving suggestions to improve internal control system.
* Obtaining sufficient appropriate audit evidence through substantive testing and analytical procedures, preparing the working papers of the audit areas and getting it reviewed by the engagement audit senior in charge and manager.
* Conducting Vertical & horizontal analysis of various financial statements.
* Attending stock take and cash count at year end and preparing weakness report.
* Obtaining understanding towards different accounting software and generatingmulti reports during performance of external audit assignments.
* Posting entries to relevant ledgers in different accounting software’s and preparation of financial statements while ensuring compliance with international reporting standards and local laws.
* Promoting firm’s quality control procedures and policies in order to ensure compliance with independence and ethical requirements.

# Academics / Qualifications

##### Bachelor’s in Science (B.Sc) in Applied Accounting Continued

##### Chartered Certified Accountant (ACCA) 2016

##### Advance Diploma in Accounting & Business 2016

##### CAT (Certified Accounting Technician) 2011

# it skills

Proficient with the use ofMicrosoft Office Tools, Advance Excel Tools, ERP Oracle, SAP, Peachtree, Tally, QuickBooks and Various customized packages and accounting applications

# Reference

May be furnished on demand

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