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| FAROOQ – ACCA AffiliateFAROOQ.341134@2freemail.com  | C:\Users\Farooq\Downloads\Picture.jpg |

**OBJECTIVE**

To work, develop managerial skills and to attain a senior management position in finance or accounts department of a reputable and dynamic organization that commensurate with my professional and academic qualifications and work experience in the finance/accounts department.

**BRIEF PROFILE**

I am a qualified ACCA and a commerce graduate having three and a half years working experience in finance department of various organizations that enriched me professionally and equipped me with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner.

I have got good experience of working with MS-Office 2007 and 2010 especially MS-WORD, MS-EXCEL and MS-POWERPOINT to create and analyze spreadsheets, budgets and other management reports in accordance with provided guidelines.

**WORK EXPERIENCE**

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| **ASSISTANT MANAGER – ACCOUNTS & FINANCE*** **Pak Oasis Industries (Pvt.) Ltd.**

**(Dec 2014 – Onwards)** | http://iwsabudhabi.com/Portal/Content/Generated/Thumbnails/8c747bf9_dc1x931wffffff.jpg |

Currently, I am serving Pak Oasis Industries as AM – Finance and my responsibilities include following;

**Payables Management**

* Recommending optimum schedule for payments in various situations, e.g., shortage of funds, excess of funds etc.
* Reporting Age Wise Accounts Payable to senior management.
* Analyzing accounts payable and preparing accounts reconciliations.

**Cash Management**

* Corresponding with banks for cash matters and takes necessary actions.
* Evaluating various short term and long term opportunities for investment and suggesting senior management in profitable investment of funds

**Budgeting and Forecasting**

* Assisting manager in the preparation of financial and other operational budgets and allocation of funds.
* Preparing Cash flow forecasts and other projections on a monthly basis, considering historical trends, financial commitments and future plans of senior management.
* Comparing budgeted expenses to actual expenses incurred and highlighting any significant variances.

**Decision Making Analysis**

* Recommending appropriate decisions to senior management on the basis of financial analysis when needed, e.g., the decision of whether to lease or buy diesel generators, cars and vehicles etc.

**Accounting and Reporting responsibilities**

* Analyzing data from various other departments to produce meaning performance reports and assisting the senior management in evaluation of performance.
* Analyzing flaws in existing operations and suggesting senior management the necessary actions to undertake to improve efficiency.
* Reporting fund flow statements to senior management and preparing bank reconciliations.
* Maintaining and reconciling ledgers of the company.
* Assisting manager finance in the treatments of various transactions as per IFRS when required.
* Assisting manager finance in implementing appropriate policies and procedures for financial transactions and suggesting any improvements.
* Assisting manager finance in finalization of accounts.
* Preparing ad hoc reports on the requirements.

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| **ACCA TRAINEE – BUDGETING & REPORTING****K-Electric Ltd****(May 2013 – Dec 2014)** | KESC |

I served K-Electric Ltd as an ACCA Trainee and my responsibilities and tasks include following;

* Reviewing, analyzing and providing appropriate recommendations on wrong billing allowance cases
* Preparing cash billing (cycle day wise) and cash collection report for the month to date on a daily basis.
* Providing credits to consumers by processing allowances using SAP
* Assisting IBC representatives in eliminating common flaws in wrong billing allowance cases
* Maintaining track of allowances in the form of database
* Preparing and analyzing reports on allowances and its potential impact on targets of billing and recovery
* Preparing and analyzing reports on electricity distribution losses (both technical and commercial), cash recovery (cycle day wise) and aggregate technical and commercial losses along with year to date comparisons.
* Reporting on quality of billing of IBCs on month to month basis and identifying trends of billing
* Preparing cash flow and billing projections and estimating loss and recovery ratios.
* Highlighting cycle-day wise defaulters (both commercial and residential) and reporting it to senior management.
* Highlighting areas of improvement/concern through analyzing multiple databases and spreadsheets.

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| **AUDIT TRAINEE – ENTERPRISE RISK SERVICES****M. Yousuf Adil Saleem & Co. Chartered Accountants – DTT LLC****(Jan 2013 – May 2013)** |  |

I served Deloitte Pakistan as an Internal Audit Trainee**.** I have been involved in following risk and internal audit assignments:

* Internal Audit of National Industrial Parks Development & Management Company (NIP) & Dewan Group of Companies
* Claims verification against ZHV Securities at Karachi Stock Exchange (KSE)
* Credit Assessment and Approval assignment at Standard Chartered Bank (SCB)

**EDUCATIONAL DETAILS**

**Professional Qualifications**

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| **Qualification** | **No. of** **Papers Cleared** | **Overall** **%** | **Year of Qualification** |
| Association of Chartered Certified Accountants (ACCA) | 14 | 66 % | 2012 |
| Certified Accounting Technician (CAT – ACCA) | 9 | 91 % | 2010 |

**Academic Qualifications**

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| **Particulars** | **Institution** | **Division/Grade** | **Year passed** |
| Bachelors of Commerce (B.Com) | Karachi University | 1st Division (65%) | 2011 |
| Intermediate – Pre-Engineering | Board of Intermediate Education - Karachi | A-1 (85%) | 2008 |
| Matriculation – Science | Board of Secondary Education - Karachi | A-1 (87%) | 2006 |

**Certificates and Achievements**

* Cleared all ACCA papers in first attempt
* Secured 1st worldwide position in CAT Paper T6 (Drafting Financial Statements) in December 2009 and received certificate of achievement from Governor, Sindh.
* Received certificate of achievement in August 2002 from the government for being a consistent position holder throughout the school life

**Key Skills**

* Good knowledge of International Accounting Standards (IASs/IFRSs), trial balance, income statement, statement of financial position and other financial statements and reports
* Self-starter, dedicated, hardworking, efficient management, analytical and mathematical skills
* Ability to manage multiple tasks, prioritize them and complete them within assigned deadlines
* Proficiency in using MS-Office and other IT related applications.