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| **Untitled-1.gifARSHAD MIRZA**  **Dubai - UAE**  **C/o- Cell:+971504973598**  [**arshad.343455@2freemail.com**](mailto:arshad.343455@2freemail.com) | | | |
| **Personal Summary** | | | |
| 08- Years of diversified experience in Audit, general accounting cash flow management, feasibility, and financial reporting, seeking a position in Audit and Accounts & Finance in an organization of repute with a supportive and encouraging environment that would enable to peruse a successful career. | | | |
| **Area of Experience** | | | |
| * Accounting Methods * Financial in-balances * Statutory Audit * Analytical review of financial data * Business feasibility and business plan writing * Financial report writing. | | | |
| **EDUCATIONAL CREDENTIAL** | | | |
| * **CA- Articles**   Institute of chartered Accountants of Pakistan   * **Bachelor of Commerce -2008**   University of Karachi Pakistan.   * **HSC in Maths-**2004   **Higher Secondary Board Karachi.** | |  | |
| **PROFESSIONAL EXPERIENCE** | | | |
| **Audit –Trainee 2008 to 2010** | | | |
| Organization | **Daudally,lalani & Co Chartered Accountants** | | |
| Reporting | Senior Auditor | | |
| **Key Achievements** | | | |
| * Basic understanding of audit techniques * Comprehensive knowledge of accounting Methods * Ability to work with team. * Improved communication skills | | | |
| **Core Responsibilities** | | | |
| * Verification of account balances of financial statements and other related documents, * Preparing Audit documents * collating ,checking and analyzing spreadsheet data * Corresponding with clients * Provide accounting services to clients * Planning Physical stock taking activity * Preparing and Finalizing Financial statements | | | |
| **CA- Articles From 2010-2014** | | | |
| Registered | Institute of Chartered Accountants of Pakistan | | |
| Organization | Daudally,lalani & Co Chartered Accountants. | | |
| Reporting | Audit Manager. | | |
| **Key Achievements** | | | |
| * An excellent understanding of audit techniques. * Improved knowledge about rules and laws applicable in statutory audit * Improved skill about preparation and presentation of financial statements * Built a knowledge based strong accounting career * Ability to work to deadlines,, under pressure * A keen interest in financial system | | | |
| **Core Responsibilities** | | | |
| * Preparation and finalization of financial statements. * Conduct Statutory audit as team leader * Analytical review of financial statements * Gauging financial risk level with in organizations * Providing Accounting service to clients * Preparation of business Plan and business feasibility reports * Preparation of corporate and income tax returns | | | |
| **Senior Auditor from 2014-2015** | | | |
| Organization | Daudally, Lalani & Co. Chartered Accountants | | |
| Reporting | Audit Manager and Partner | | |
| **KEY SKILLS AND COMPETENCIES** | | | |
| * An excellent understanding of auditing techniques. * Experience within an Internal or External audit environment. * Able to motivate and lead others in a project team environment. * Experience of the Asset Management and credit societies * A proactive approach and the ability to work autonomously and as part of a team. Analytical and methodical when approaching problems * . A comprehensive knowledge of professional auditing and accounting standards and guidelines | | | |
| **Core Responsibilities** | | | |
| * Reviewing Audit work of Co-Operative Credit Societies and Trusts * ensuring procedures, policies, legislation and regulations are correctly followed and complied with * Finalizing financial statements of Private limited companies and public limited companies * Preparation of financial reports and documentaries * Examining company accounts and financial control systems * Analytical review of financial data and preparation of analytical reports * Gauging financial risk level with in organizations * checking that financial reports and records are accurate and reliable * Liaising with managerial staff and presenting findings and recommendations | | | |
| **Self Employed- 2015 June to December 2016** | | | |
| Organization | A.A Plastic Industries | | |
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| **Core Responsibilities** | | |  |
| * Managing all business matters * Preparation and implementation of business strategies * Developing sales polices * Preparation of financial statements | | |  |
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| **SOFTWARE AND APPLICATION** | | | | | |
| Peachtree- Expert level  Tally- Expert level | | Quick books- Expert level | |  | |
| Microsoft Office | | SAS- Beginning Level | |  | |
| **PERSONAL DETAILS** | | | | | |
| **Father Name** | Shah Mirza | | **Date of Birth** | | 05, August 1985 |
| **CNIC # 42101-4061400-9**  **Marital status** | Single | | **Nationality** | | Pakistani |
| Passport Number  **Visa status** | BG-0914001  Visit- valid | |  | |  |
| **Language ( Read, Write & Speak)** | | | | | |
| * Urdu * English * Shina | | | | | |