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| **Untitled-1.gifARSHAD MIRZA**  **Dubai - UAE** **C/o- Cell:+971504973598****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.
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| **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
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| **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
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| **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
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| **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
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| **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 levelTally- 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-0914001Visit- valid  |  |   |
| **Language ( Read, Write & Speak)** |
| * Urdu
* English
* Shina
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