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| C:\Users\NAJAM\Downloads\30.jpg  **Hira**  [**Hira.344283@2freemail.com**](mailto:Hira.344283@2freemail.com)  **Senior Level Professional:**  **Finance & Accounts** | | | | | |
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| knowledge24x24iconsProfile Summary  Offering **over 3 years** of experience in Auditing and preparing financial statements including trial balance, reconciliation reports, profit & loss account, age-wise accounts payables & receivables statements and balance sheets across **Big 4 Audit Firm, Construction and Manufacturing industries**. Skilled in preparing and presenting monthly management reports on cost and benefit analysis, inventory turnover analysis and cost variance analysis. Proficiency in providing timely, relevant / accurate reports and analysis of the organization’s performance to facilitate decision-making towards achievement of the budget and strategic plan. Expertise in restoring financial health of the company by taking control of all receivables, payables and assets. Exposure in managing month-end provisions & payables, preparing ledger books, reconciliation statements and GL Analysis. Advised on legal and regulatory matters and risk management; implemented strategies to ensure compliance with legal and statutory requirements. Maintained company registers and statutory records of the company and the corporate documents filing system. An enterprising leader with excellent analytical, interpersonal and problem-solving skills. | | | | | |
| core24x24iconsSkill Set   |  |  | | --- | --- | | Finance & Accounting  IAS and IFRS  Advance Excel  SAP FICO |  | | MIS Reporting & Documentation |  | | Reconciliation |  | | Audits |  | | Liaison & Coordination |  | | Budgeting &Forecasting |  |   softskills24x24iconsSoft Skills  Communicator  Innovator Thinker  Collaborator Intuitive  Team Player | |  | | edu24x24iconsEducation  **ACCA** from ACCA, UK 2013  **B.com Punjab Board** 2010  **I.com Punjab Board** 2008  **Certificates:**  SAP FICO- from ESAG Learning and Development Department  MS Excel- Advance from ESAG Learning and Development Department Team Building - from ESAG Learning and Development Department  Time Management - from Zabeel Institute, UAE  ESAG Talent - ESAG L&D Department  career24x24iconsCareer Timeline    PWC – A.F. Ferguson & Co Associate Auditor 2013 - 2014  Looking for New  Since Oct 2014  Al Mashrabia Furniture Industry Accountant | |
| exp24x24iconsWork Experience | |  | | |
| **Oct’14 till date** | |  | | **Al Mashrabia Furniture Industry (ESAG Group), Dubai, UAE**  **Accountant** Reported to (Solid Line) Chief Accountant  **Key Result Areas:**   * Shouldering the responsibility of preparation of annual financial statements as per International Financial Reporting Standards (IAS & IFRS) * Coordinating with external auditors, responding to their queries and resolving issues to get the company accounts audited within timelines * Verifying bank reconciliation done by Junior Accountant (Twice in a month) * Enhancing the quality of financials by monthly reconciling customers, suppliers, banks, inter-companies and other control accounts * Supervising budgeting and forecasting with periodical controls, variance analysis, management reporting and compliance assurance with complete understanding of the Joinery Business, including range of products and processes * Performing quarterly calculation of labour and machine hour rate * Ensuring financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash * Supporting Finance Manager in ground working for the preparation of annual master budget of the organization * Scrutinizing projects costs, progress billings and contract variations, preparing actual vs budget analysis and updating project cost forecasts on a monthly basis to present to Chief Accountant * Making project and entity level cash flow forecasts and their subsequent monitoring * Acting as a part of team of 7 Accountants in a professional and friendly environment and checking junior’s work including checking of all types of vouchers and other data entries * Monitoring preparation and maintenance of Fixed Asset Register with a comparative status to the capital investment budget   **Accomplishments:**   * Contributed in delivering support in the implementation of SAP system which resulted in a controlling and cost saving. * Acted as a part of the team to establish Open text processes, controls & systems to ensure operational excellence and reduce risk by 70% * Recommended reorganize& scheduled Store and Logistics Department and Surprise audits of departments. |
| **May ’14 – Jun’14**  C:\Users\USER\Desktop\download.png | | **PWC - (A.F. Ferguson & Co.), Islamabad**  **Associate Auditor**  **Key Result Areas:**   * Rendering support in: * Preparation of audit plans for approval by Audit Managers * Conducting quality audit and other assurance services for clients in multiple industries * Coordinated with new clients to get understanding of entity * Developed Lead Schedules * Discovered and communicated accounting and auditing matters to managers and partners * Gave presentation to Audit Manager |
| softskills24x24iconsIT Skills | |  | | Accounting Software: SAP, Tally, JDE, EPICOR, Microsoft Dynamics AX  Audit Software: Case ware  Microsoft Office: Advance Excel – (Macros, Lookups, Pivot Tables and Charts), MS Word, PowerPoint and Outlook |
| personaldetails24x24iconsPersonal Details | |  | | Date of Birth: 3rd December 1990  Languages Known: English, Urdu  Marital Status: Single  Nationality: Pakistani  Visa Status: UAE Employment/Residence Visa  No. of Dependents:7 |