

Bakhtawar

[Bakhtawar.345195@2freemail.com](mailto:Bakhtawar.345195@2freemail.com)

**CAREER** To employ my knowledge and experience with the intention of securing a professional career with

**OBJECTIVE:** opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**PROFILE:** I am an ambitious person who has a mature and responsible approach to any task that I undertake or any situation that I am presented with. As an **ACCA** finalist with more than 3 years of diversified auditing and accounting experience I have developed an analytical & logical approach to tasks and an ability to work under pressure. I am able to work well either on my own initiative or as a part of a team to achieve a certain objective on time with excellence. I’ve a clear logical mind with a practical approach to problem solving and a drive to see things through to completion. I am eager to learn and I enjoy overcoming challenges.

|  |  |
| --- | --- |
| **AREAS OF**  **EXPERTISE:** | Core competencies include financial reporting & management, payable & receivable management. Also proficient in International Financial Reporting Standards, International Accounting Standards and International Standards on Auditing. Preparation of various reports for the use of management including aged debt analysis and budgeting etc. Can handle accounts up to finalization. Experience in the preparation of bank reconciliation statement, VAT returns and other related reports. |

|  |  |
| --- | --- |
| **PERSONAL**  **SKILLS:** | * Analytical thinking. * Strategic thinking. * Strong problem solving skills. * Ability to make well thought out decisions. * Excellent verbal and written communication skills. * Effective multi-tasking. * Efficacious time and people management. * Detail oriented. * Outstanding organizational skills. * Highly trustworthy, discreet and ethical. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IT SKILLS:** | * MS Word | * MS Excel | * QuickBooks | * Peachtree | * Tally ERP | * Outlook Express |

**ACHIEVEMENT:** Single handedly completed audit of Bazm-e-Ahbab trust.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WORK**  **EXPERIENCE**  **WORK EXPERIENCE** | **Accounts Officer** *Nov 2014 – Dec 2016*  Tahir Lateef Law Company.  *“Tahir Lateef Law Company” based in Lahore, Pakistan is one of the leading law firm providing superior legal services to domestic clients which involves individuals, institutions, business groups, national and multinational organizations. It is involved in the services of taxation, constitutional matters, inheritance law, criminal law, property & registration law and company’s registration and affairs, etc. in Pakistan.*  Roles and Responsibilities:   * Analyzing costs, revenues, financial commitments and obligations to project future revenues and expenses. * Keeping organization’s finances precise and up to date. * Responsible for Cost Management & Performance Evaluation. * Helping management in developing an organized system. * Managing whole accounting system, procedures and updating records. * Providing reliable and pertinent information for organizing and allocating funds. * Controlling accounts receivable’s by effective follow-up of aging debts. * Preparing bank reconciliation report and managing bank relation. * Preparing and monitoring the payroll system. * Guiding accounting clerk by coordinating activities and answering questions. * Reconciling financial discrepancies by collecting and analyzing account information. * Responding the risks that might affect the achievement of organization’s goals. * Preparing Variance Analysis Report. * Preparing Quarterly and Annual Financial Budgets and Forecasts. * Preparing Financial Reports. * Liaising with external auditor. * Using adequate communication skills to elucidate company’s objectives. * Ensuring that all transactions are covered by adequate sanctions and do not have any deviations. * Maintaining confidentiality of the information.     **Audit Associate (Internship)** *Feb 2014 – Oct 2014*  Horwath Hussain Chaudhry Chartered Accountants.  *“Horwath Hussain Chaudhry & Co.” is a member firm of “Crowe Horwath LLP”. It is one of Pakistan’s oldest and highest ranking firms of chartered accountants and management consultants. It offers broad range of business consulting practices including assurance services, risk consultancy, tax consultancy, forensic services, etc.*  Roles and Responsibilities:   * Overall risk assessment of client and planning the scope and extent of audit. * Checking invoices and reports to make sure they agree to the financial information provided. * Verification and inspection of payables, receivables and inventory. * Verifying the accuracy of data by checking completeness and consistency. * Ensuring that all records are true and fair reflection of business’s performance. * Testing controls the help client company mitigate against risk. * Check for compliance with relevant standards applicable to the particular industry. * Carrying out discussions with clients to find out missing information. * Performing analytical procedures to evaluate the major inconsistencies. * Carrying out discussions with management to find out why there are inconsistencies if any. * Communication with those charged with governance about noncompliance or other material issue.   **Clients Handled:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | * CMH Medical & Dental College | * Pakistan Television Corporation | * Family Welfare | * All Pakistan Textile Mills Association | * KAAP Pharmaceuticals Pvt. Ltd. | * Bazm-e-Ahbab |   **Audit Intern** *June 2012 – Dec 2012*  Tariq Ayub, Anwar & Co.  *“Tariq, Ayub, Anwar and Co.” is a member of “Clarkson Hyde Chartered Accountants Limited”. The firm provides professional services to a wide range of clients with the service lines of audit, tax, enterprise risk services, and financial advisory & consulting.*  **Roles and Responsibilities:**   * Evaluating and understanding client’s internal control system to determine the level of risk and planning the scope and extent of the audit accordingly. * Overall risk assessment of the industry of clients. * Performing analytical procedures to assess the major differences and finding out the reasons of differences. * Performing test of details on cash at bank, advances, prepayments and expenses. * Verification and inspection of payables, receivables and inventory. * Checking Invoices and reports to make sure they agree to the financial information provided. * Verifying the accuracy of data by checking completeness and consistency. * Performing test of controls to analyze whether the company’s internal controls are working properly or not. * Inspection of client documents (Invoices, Purchases etc.) against the support documents. * Check for compliance with relevant standards applicable to the particular industry. * Performing analytical procedures to evaluate inconsistencies and informing the audit senior about the inconsistencies. * Informing the audit senior about any missing data/information from client. |

**Clients Handled:**

|  |  |  |
| --- | --- | --- |
| * Fine Gas | * Technobiz |  |

**EDUCATION:** Professional & Academic Qualification.

**ACCA (Association of Chartered certified Accountants) 2017**

*Finalist from SKANS School of accountancy Lahore*

**Certified Accounting Technician (CAT) – Part Qualified 2009**

*SKANS School of accountancy Lahore*

**Intermediate in Commerce (I.COM) 2008**

*BISE, Lahore, Pakistan*

**Matriculation (Science) 2006***BISE, Lahore, Pakistan*

**PERSONAL**

**DETAILS: DOB: 28-12-1991**

**Nationality: Pakistani**

**Gender: Female**

**Religion: Islam**

**Languages Known: English, Urdu, Punjabi, Hindi**

**Visa Status: Visit visa**