 **Tayyaba**

[**Tayyaba.347217@2freemail.com**](mailto:Tayyaba.347217@2freemail.com)

**Career Summary:**

Performance-driven, Accounting and Finance professional with more than 4 years of continuous advancement and expertise in Financial Accounting, Management Reporting, Internal Auditing, Budgeting and Accounting Functions.

Knowledge of International Accounting Standards (IAS) & International Financial Reporting Standards (IFRS) Auditing Standards and Financial Management

Proactive self-starter with track record of initiative, personal responsibility and ownership of work

**PROFESSIONAL EXPERIENCE:**

**Organization: BeaconHill Colleges, Pakistan**

**Tenure: (Feb-2016 to Feb 2017**) **Designation:** **Accounts & Finance Manager:-**

* I was single handedly responsible for compilation of Monthly, quarterly and yearly performance results of institute.
* Due to manageable size of organization I was also given with the task of complete accounts handling from day to day accounting entries booking to finalization of financial statements.
* I got experience of Forecasting Batch wise budgeting based on the in comparison which I found similar to project costing.
* Preparation of the monthly payroll
* Provide ad-hoc reports and support when required.
* Contribute to continually improving the reporting capability of the systems where ever possible.
* Regular analysis of procedures, internal controls and practices involved in my Jurisdiction of work and identifying the weaknesses to higher management to take appropriate and prompt action depending on the impact and likelihood of risks associated with that particular weakness.
* Engage in Process Audits to ensure that “Standard Operating Procedures” (SOPs) are followed properly and all necessary controls are in place.

**Organization: BeaconHill Colleges, Pakistan   
Tenure: (Feb-2016 to Feb 2017**)

**Designation: ACCA Lecturer**   
  
**I have been teaching different subjects including Financial Reporting, Audit & Assurance, Business & Corporate Law and Taxation along with following responsibilities:**

* Started ACCA program which is being run very successfully
* Assist in development and implementation of new procedures to enhance the workflow of organization
* Being a member of the Faculty Teaching and Learning Committee
* Overseeing administration of student progress
* Considering and approving enrolment and credit cases
* Involved in admin related activities
* Inquiry handling
* Liaison with teachers and students and Organize work flow for executive staff.
* Provision of support and ideas in marketing field for the Organization development.
* Wear many hats as necessary to help the company maintain its course, meet deadlines and achieve goals.

  
 **Organization: Codehex Solutions   
Tenure: (Mar-2015 to Jan-2016**)

**Designation:**  **Assistant Manager in Audit & Accounts Department**

**Role Ensures;**

* Designing and monitoring internal controls.
* Reviewing the trial balance.
* Helping in maintenance of record and preparation of final accounts (including income statement, balance sheet & cash flow statement)
* Helping in budgeting and forecast preparation
* Performing audit on cash and other specified items
* Helping in development and implementation of internal controls

**Organization: Ascend Institute of Professional Studies   
Tenure: (Jul-2013 to Feb-2015**)

**Designation: Accounts Manager**

**Role Ensures;**

* Compile financial information to prepare entries to accounts, such as business ledger accounts and document business transactions.
* Preparation of final accounts
* Review of voucher & supporting documents
* Protected organization's value by keeping information confidential
* Preparation and reconciliation of accounts receivables and payables

Organization: Ascend Institute of Professional Studies

**Tenure: (Jul-2013 to Feb-2015**)

**Designation: ACCA Lecturer**

* I have taught different subjects (mentioned above) as an ACCA instructor



**Organization: The Bank of Punjab**

**Tenure: (6th July-11 to 3rd Aug-11)  
  
INTERNSHIP: I have worked in accounts opening department and handled foreign payment during my period of internship**

**PPROFESSIONAL QUALIFICATIONS:**



**ACCA-(**Association of Chartered Certified Accountants - UK) **– Finalist  
 Professional Ethics (ACCA UK) 2015**

**Advance Diploma in Accounting & Business (ACCA UK) 2014**

**Diploma in Accounting & Business (ACCA UK) 2013**

**Bachelors in Commerce (Punjab University, Pakistan) 2011**

**PROFESSIONAL SKILLS:**

* Excellent command on MS Office (all applications and versions including MS Office 2007) (especially MS Excel)
* Bookkeeping
* Analytical & Accounting Skills
* Preparation & Finalization of Financial Statements
* Comprehensive knowledge and understanding of International Accounting Standards (IAS), International Financial Reporting Standards (IFRS)

**ACHIVEMENTS AND MILESTONES:**

* Awarded as Employee of the month
* Established Accounting system policy and procedures for new business unit
* As i was working in small organization i was given the opportunity to make standard operating procedures for the company

**PERSONAL PROFILE:**

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|  |  |  |
|  | Date of birth | Sep.13,1991 |
|  | Religion | Islam |
|  | Nationality | Pakistani |
|  | Visit Visa Expiry | 10th-May-2017 |

**REFERENCES:** Will be furnished on demand