 *URRICULUM*

 *ITAE* ***Yasir***

***Yasir.349559@2freemail.com***



Dear Sir/Madam

I am pleased to furnish my CV with this application. I know that your organization has a policy to hire the best professionals to provide the highest level of services to your organization.

I am ACCA & CAT (Certified Accounting Technician) member from the **Association of Chartered Certified Accountancy (UK)**. Currently I am working with **Saudi Pak Real Estate Limited** **(**a wholly owned subsidiary of **Saudi Pak Industrial & Agricultural Investment Company Limited**)as Assistant Manager Accounts & Finance since November, 2012. My responsibilities as anAssistant Managerinclude preparation of annual accounts, planning of budget, evaluation reports.

As part of my professional qualification, I have completed my professional training with a leading firm of Chartered Accountants, **Deloitte. M. Yousuf and Co. Islamabad (Pakistan)** involved in practice of audit and assurance, tax and business advisory services. During this association with Deloitte of 3 years, I have worked on all positions from Audit Assistant to Audit Senior and gained diversified experience of all areas of statutory external audits, taxation and other accounting/auditing related services in different sectors including oil and gas, manufacturing and trading, telecom industry and NGOs.

I am in quest of a job in an organization, which offers me a challenging career and provides a swift track to grow. Therefore, I offer my contention for a suitable position in your prestigious organization.

My resume is enclosed herewith for your consideration and record, it speaks more about me. The information in this will help you to consider me the right person to be a part of your organization crew.

Thank you for your time and consideration.



**YASIR**

**CAREER OBJECTIVE**

To serve a progressive organization in a competitive position where I can utilize my full potential with growth opportunity to highest policy and decision-making position in all business functions and provide leadership.

**PROFESSIONAL QUALIFICATION AND EDUCATION**

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| --- | --- |
| ****ACCA | Association of Chartered Certified Accountancy – UK (2008)  |
| ****Certified Accounting Technician | Association of Chartered Certified Accountancy – UK (2005) |
| ****Higher Secondary School  | Edwardes College Peshawar (2003) |
| ****Secondary School Certificate | Quaid e Azam Public School Swabi (2001) |

**WORK EXPERIENCE**

1. **Saudi Pak Real Estate Limited**

(Subsidiary of Saudi Pak Industrial & Agricultural & Investment Company Limited)

Period (From November 2012 to present)

**Assistant Manager Accounts**

Currently I am working with Saudi Pak real Estate Limited as Assistant Manager Accounts & Finance since November 2012. My responsibilities as an Assistant manager includes:

* Preparation of Financial Accounts of the company on monthly as well as on annual basis
* Balance sheet review and highlighting areas of concern for management.
* Responsible for invoice tracking, purchase order, daily correspondence for financial issues and prepare monthly expenditure reports
* Processing all cash receipt and disbursement transactions such as advances, procurement etc., and preparing monthly closing data, including revenues, accounts receivable, and other reports as requested.
* Communication and correspondence with External Auditors.
* Final reports preparation.
* Perform monthly reconciliation of bank accounts
* Prepare audit schedules as and when required by external auditor during audit.
* Preparation of Provident Fund and Gratuity Fund accounts and maintenance of their records.
* Preparation of annual Income Tax Return and correspondence with Tax Consultant
1. **M. Yousuf Adil Saleem & Co. Chartered Accountants (MYASCO)**

(A member firm of **Deloitte Touché Tohmatsu**)

Period (from November 2008 to November 2011)

**Audit & Tax Senior**

Three years of diversified experience in audit, Taxation and management consultancy work. Polished, pragmatic and highly motivated professional, offering optimal combination of business insight and detail orientation.

While working with MYASCO, I was responsible for all facets of audit and related engagements assigned, from initial planning to the conclusion of examination and reporting thereon. I have been able to get benefit from its experience, its methodology, highest degree of professional ethics and quality standards.

**AUDIT ENGAGEMENTS**

A brief of major responsibilities during audits include:

* Planning, supervision and review of the audit engagement;
* Maintaining high quality standards in time and cost constraints;
* Analytics on various aspects of the business and industries;
* Provide internal project leadership and supervision including development of audit plans and internal communication of audit objectives to facilitate implementation of those plans;
* Dealing with the senior management at the client, delegating and reviewing work of subordinates;
* Presenting completed jobs to Senior Managers and Partners in MYASCO for review;
* Developing and performing substantive and analytical procedures so as to determine the reasonableness of the financial statements’ assertions;
* Review of accounting and internal control systems and suggesting procedures for their improvements;
* Frequent liaisons with the client at the planning stage, during the audit and at the time of finalization of audit;
* Analytical review of financial statements;
* Filing of Annual Income Tax Return of Companies as well as Individuals
* Preparation of Computerized Payment Receipt & Deduction / Withholding tax statements
* Advising management on accounting and related technical matters; and
* Advising management of the best practices of Corporate Governance.

During work with MYASCO I have been associated in finalization of following audit engagements:

|  |  |
| --- | --- |
| **Oil and Gas Sector** | **Services Sector** |
|  |  |
| * Oil & Gas Development Limited
 | * Utility Stores Corporation of Pakistan
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| * Easter Testing Services Limited
 | * Price differential claim – Utility Stores corporation
 |
|  | of Pakistan* Saba Power Company
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| **Telecom Sector** | **Non-profit Organizations** |
|  |  |
| * LINKdotNet Pakistan (Pvt.) Limited
 | * Shifa Eye Trust
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| * Telephone Industry of Pakistan (TIP)
 | * Privatization Commission of Pakistan
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**EXPERTISE**

* Preparation of complete set of financial statements, including condensed interim financial information, separate as well as consolidated / group financial statements on the basis of International Accounting Standards;
* Attended the Deloitte Audit methodology (AS2) course in March 2009 held at MYASCO Islamabad office.
* Attended various in-house workshops on International Accounting Standards, International Financial Reporting Standards and International Standards on Auditing.
* Good skills in the use of Microsoft Office including all its components, particularly MS Excel, MS Word and MS PowerPoint.
* Good knowledge of Internet and general computer usage.

**PROFESSIONAL DEVELOPMENT**

* Various seminars on International Financial Reporting Standards, International accounting standards and International Standards on Auditing arranged by Institute of Chartered Accountants of Pakistan.
* In-house workshops organized by the firms on various financial reporting and audit subjects.

**PERSONAL**

Date of Birth: 08February 1985

Marital Status: Married

Nationality: Pakistani

Languages: English, Urdu, Pashto (written and spoken)

**REFERENCES**

References will be furnished, if demanded.