**Asifa**

[**Asifa.351307@2freemail.com**](mailto:Asifa.351307@2freemail.com)

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Curriculum Vitae

**COVER LETTER**

Dear Sir

With reference to the said designation, I am keen to join a reputed organization like yours.

I have special interest in "Accounting and finance”. I have a strong back ground in "finance" which I established by thorough reading of international Financial Reporting frame work. Moreover, I am proficient in using Microsoft office (MS Excel, Word, PowerPoint) and able to manage electronic scheduling and spreadsheets effectively.

I understand that any position in the accounting department is of sensitive nature considering the fact that cash is involved and I am pleased to say that I have been trusted with the company’s accounts and always act in professional way. I will be pleased if you consider me for the subject role. I believe that my experience and qualification will be asset to company. My resume is attached.

Please feel free to contact if you need any further information. I look forward to your positive response.



**asifa**

**Association of Certified Chartered Accountant (Member)**

**CAREER OBJECTIVE:**

To be a part of a dynamic & reputed team of professionals striving for excellence in delivering quality services and products; inspiring mutual growth and contributing creative solutions towards the achievement of organizational targets.

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**AL-FATTAH Enterprises (Jan 2016-Feb 2017)**

ROLES AND RESPONSIBILITIES:

* Make relevant vouchers and Post entries in relevant ledgers.
* Accounts Payable & Receivable Analysis including Aging, Sales Trends and Irregularities.
* Bank reconciliation and Bank Dealings for Clearings on daily basis
* Monthly, Quarterly and yearly financial reports.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Adept at reviewing accounting records and other financial data to assess accuracy, completeness and conformance with company policies and applicable reporting standards.
* Make annual financial statements for management as well as external audit.
* Support the annual audit process and coordinate with external audit.

Description: unnamed

**UHY Intl. Pakistan (Sep 2014-Dec 2015)**

Worked as an "**Business Advisory executive"**

ROLES AND RESPONSIBILITIES:

* Prepare and post transactional vouchers with supporting documentation.
* Preparation of monthly payroll and liaison with respective bank for salary transfers.
* Preparation and analysis of financial statements including balance Sheet, Profit & Loss, Statement of cash flow, statement of changes in equity and notes to the accounts.
* Provision of financial information and reports as and when required by the management
* Preparation of Schedules for Fixed Assets.
* Calculation/Deposit of tax deducted at source on payment to parties in Govt. treasury.
* Establish, maintain, and coordinate the implementation of accounting and internal control procedures.
* Coordination with banks, monitoring and managing the bank accounts, petty cash, checks, Payment & Receipt Vouchers
* Supervise Daily Bank reconciliation and Bank Dealings for Clearings on daily basis
* Supervise Petty Cash Matters relating to Disbursements and further Funds Releases
* Monthly, Quarterly and yearly financial reports.
* Extensive application of the International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA’s) and preparation of financial statements in compliance therewith it.

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**Muhammad Shafi And Co(MSC)- Pakistan Leading manufacturers of cow hide and sheep leathers (Mar 2014-Aug 2014)**

Worked as an "**Internal Audit Internee"**

ROLES AND RESPONSIBILITIES:

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Prepares payments by verifying documentation, and requesting disbursements.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology

**EDUCATION (PROFESSIONAL & ACADEMIC) :**

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**ACCA** from Association of Chartered Certified Accountants UK – September 2016

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**Bachelor** from The Islamia University of Bahawalpur - July 2014

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**CAT** from Certified Accounting Technician UK – December 2012

**TECHNICAL & PROFESSIONAL SKILLS:**

* QUICK BOOKS, TALLY , PEACH TREE
* MS-EXCEL, MS-WORD, MS-POWER POINT
* Can work under pressure and meet deadlines
* Positive attitude and initiatives
* Problem solving and analytical skills.

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* Concern for quality, cost and timelines