Haresh

[Haresh.356213@2freemail.com](mailto:Haresh.356213@2freemail.com)

Dear Sir,

This is to introduce myself as a “***Chartered Certified Accountant (ACCA Member)”*** to join a progressive organization like yours. My diversified professional work experience at “***BDO Pakistan & Bahrain”*** coupled with my professional education has enabled me to present myself as a potential candidate for your organization. The enclosed resume will furnish you with detailed information concerning my overall education, training, skills and work experience.

I have been working as a ***“Audit Senior”*** in the Audit and Assurance Services Group of BDO Pakistan. Three years of training and working experience along with a 6 month secondment to Bahrain where I have a team leader in many audits as listed below, with the firm has exposed me to a wide spectrum of clients providing an insight of the key business processes, accounting and internal control systems, corporate governance and regulatory as well as accounting framework of an array of industries. I have also been associated with the Crescent Fibers Limited as a ***“Senior Accountant”*** where I was responsible for handling the sales, income tax and maintaining of the fixed assets, leasing of the assets preparing final trail balance and dealing with the auditors. Equally important, the experience as a team member and later on as a team leader has equipped me with the traits needed to deal with a variety of situations in innovative, effective and efficient manner.

I am currently seeking employment opportunity that commensurate my qualification and work experience. I would welcome the opportunity to further discuss how I can best meet the needs and expectations of your organization.

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Career Objective

EXPERIENCE SYNOPSIS:

Fibers Limited

2014 to 2017 –Senior Accountant   
BDO Bahrain

2014 to 2014- Audit Senior

BDO Pakistan

2013 to 2014 - Audit Senior

2012 to 2013- Audit Semi Senior 2011 to 2012 - Audit Assistant

Be a part of a dynamic and reputed organization to enhance my present skills, talent and have enthusiasm to gain a higher position with challenging responsibilities with the believe that my ability, together with my positive attitude and work profile, would supplement the organization’s goal.

Professional Qualification

ACCA Member

Academic Qualification

Master in Economics

Bachelor of Commerce

Intermediate (Pre-engineering)

Core Competencies and Specialties

Association of chartered certified accountant

University of Sindh, Jamshoro 2011

University of Sindh, Jamshoro 2008

Mirpurkhas Board 2005

International Financial reporting Standards (IFRSs) Financial Sector

International Standards on Auditing Service Sector

Budgeting, Forecasting and Variance Analysis Social Service Organization

Professional Experience   
Senior Accountant

Crescent Fibers Limited 2014-2017

I worked as Senior Accountant for M/s Crescent Fibers Limited from October 3, 2014 till 28th Feb 2017. It was my first job in the industry learnt the preparation of different financial reports and financial statements having sound knowledge of UK VAT and Pakistani Sales Tax . The main responsibilities include:

Job Responsibilities

Dealing with Sales Tax and Income Tax

Maintaining Fixed Assets register of the Company & Payroll.  
Managing Leasing of Fixed Assets of the Company.

Reconciling Bank statements with Bank Book.

Preparing Company’s Final Trial Balance & dealing with the External and Internal Auditors

Audit Senior

BDO Jawad Habib (Bahrain) Jan 2014 –June 2014

During my articles I was seconded to BDO Jawad Habib - Bahrain. My major responsibilities included: Engagement   
planning, supervision and execution, Client relationship management, Preparation of financial statement &   
disclosures in accordance with reporting framework, evaluating internal control systems and providing appropriate   
recommendations to the management for identified control weaknesses, Applying BDO audit methodology on each   
audit client. I also worked on software’s (TELLY, FOCUS, ORACLES etc.). My engagements included:

Clients Industry

• NCR (Bahrain) W.L.L. IT Solution company

• Haji Ali Haji W.L.L. Importer & Exporter of Building Material

• Ossis BSC © Real Estate

• UCO Travel W.L.L. Travel agent

• UCO Engineering W.L.L. Tiles and sanitary

• Dilmun Club Members Club

• Bahrain Yacht Club Members Club

• Euro Gulf energy and Oil Services W.L.L Power and development Company

• Ey Group Service Industry

• Alia Flowers S.P.C. Seller of flowers

Audit Senior

BDO Ebrahim and Co.(Pakistan) 2011-2014

I worked as Audit Senior of M/s BDO Pakistan - Chartered Accountants (a member firm of BDO International) from October 3, 2011 to 02ND October 2014. During this association with firm, I have gained exposure from the following major clients:

Statutory Audit

United Bank Limited

UBL Fund Managers

Reliance Insurance Company Limited   
B&B Securities (Private) Limited   
Century Paper & Board Mills Limited   
Naz Textiles (Private) Limited   
Karachi Gym Khanna

Internal Audit

Tritex Cotton Mills (Private) Limited   
Indus Valley School

Premium Textiles Mills Limited

Job Responsibilities

Mainly responsible for:

Formulating audit strategy, preparing audit plan, and managing its progress;

Reviewing working papers and getting the deliverables reviewed by partner and their sign off;

Coordinating with various professionals; managing staff and mobilizing resources on the project; Ensuring the budget recovery milestones were attained;

Managing client relationship and filling expectation gap; and

Managing portfolio of clients; resolving conflict; and mentoring personnel.

My exposure in this regards spans on the following areas:

Using Audit process tool, I prepare overall audit plan, determine the scope and conduct of audit, perform risk assessment procedures and to develop an overall audit strategy;

Communication with the clients to obtain and understanding of the client business and discuss the significant matters and risks relating to significant cycles;

Review of the clients’ system of internal controls and highlighting the deficiencies using Audit process tool

Ensuring that planning, execution and reporting on audit and other assignments are appropriately documented as required by professional standards; and

Ensuring that appropriate disclosures in financial statements have been made in accordance with International Financial Reporting Standards (IFRS) as adopted by Institute of Chartered Accountants of Pakistan (ICAP) and Securities and Exchange Commission of Pakistan (SECP), Accounting and Financial Reporting Standards for Small and Medium Size Entities together with the requirements of Technical Releases issued by ICAP and Companies Ordinance 1984.

Professional Development

Attended and conducted various in house training on Audit of Commercial Banks in Pakistan Attended seminar on new IFRSs and their applicability in Pakistan

Attended various seminars and workshops on IFRS and International Auditing Standards Attended training on Audit process tool (APT)

IT Skills

Proficiency in MS Word, MS Excel and MS PowerPoint Proficient in use of Audit process tool (APT)

Proficient in the use of paperless documentation environment of audit   
Proficient in the use of Oracle, TELLY, FOCUS, GP (Microsoft) etc.

Availability

Can be mutually discussed.

References

References will be furnished upon request.