[Abdullah.359240@2freemail.com](mailto:Abdullah.359240@2freemail.com)

**Abdullah**

**Career Objective**

Enthusiastic and dynamic professional looking forward to the opportunity of working within a progressive company and to dedicate my skills, experience and potential to the continued efficiency and success of the company.

**Work Experience**

**Oct 2015 – Dec 2016 Dandot Cement Company Limited**

**Achievements :**

* I produced Monthly bank reconciliations of the 2 bank accounts and posting all transactions to the ledgers.
* Physical verification of cash, raw materials andSack store.
* Preparation of Workers Monthly Salary Sheets.
* I had been collecting audit evidence and prepared Management Internal Audit Report on Monthly Basis.
* Prepared Profit & Loss Account on Monthly Basis.
* Any other work as and when assigned by the Department Head.

**Sep 2014 – Oct 2015 Parker Randal AJS Charted Accountant**

**Key Responsibilities includes:**

* Identification of risky areas. Preparing Audit Scope, Objectives and Audit programs.
* Assess compliance with financial regulations and controls by executing Audit Plan includes ; testing general ledger, account balances, balance sheets, income statements, and related financial statements; examining and analyzing records, reports, operating practices, and documentation.
* Verification of Asset and liabilities by comparing and analyzing items and collateral to documentation.
* Complete audit work papers and memoranda by documenting audit tests and findings.
* Communicate audit progress and findings by providing information in meetings, highlighting unresolved issues, review working papers and preparing final audit reports.

**Education**

Jun 2012 – July 2015 **ACCA**

Skans School of Accountancy

Oct 2011-May 2012  **Foundation in Accountancy (FIA)**

Acute Business College

2009 – 2011 **Higher Secondary School Certificates**

Dean’s Shibllee College Samundari

2007 – 2009 Secondary School Certificates

Ahmad Public Boys High School Samundari

2008 **Hifz E Quran**

**Major Course Subjects**

* Audit And Other Assurance (International)
* Advance Taxation (UK)

**Technical Skills**

* Proficient in Microsoft Office Packages
* Intuit QuickBooks
* Peachtree
* Tally

**General Competences**

* Ability to work under pressure environment.
* To maintain good working relationships with seniors and juniors.
* Good communication skills.
* Flexible and responsive to changing work patterns and demands.
* Able to work as a team-member and lead staff.
* High degree of analytical and investigative abilities.

**Language Proficiency Reading Writing Speaking**

**English** Good Good Good

**Urdu** Good Good Good

**Reference**

Will be furnished on demand.