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| **CAREER OBJECTIVE**  To work and share experience in a competitive environment, in the field of Finance, Accounts or related discipline, where I can employ my skills, competency, and experience, through team building, capacity development, and capacity enhancement to earn better productivity and efficiency for the organization I work, and create continues improvement opportunities for self and team, and also to transfer knowledge for improvement and sharing to grow.  **PROFILE**  Extremely talented, self-motivated, enthusiastic administrative and accounting professional with more than Seven years of experience in Audit, Finance & Accounts including **5 year UAE experience**. Have the ability to exercise sound judgment and make decisions independently as well as with consultation with team, flexible team player, with the ability to cope with stressful situations.  **Work Synopsis**  **Accounts Manager**  Sept 2016 – Present  IFTIKHAR MINAI FOODSTUFF GENERAL TRADING CO LLC  DUBAI, UAE   * Reconciled large accounts built relationships with customers and reinstated the account receivables. * Recording and issue of petty cash. * Preparing Receipt Vouchers, Payment Vouchers, Journal Vouchers, Credit Note, Cheque Returns and Petty Cash Vouchers etc. * Identifying the weakness in internal control and make recommendation. * Responsible for handling and managing all legal documents, visa process, insurance of vehicles and tenancy contracts. * Acting as a liaison between the company and external auditors to meet audit needs and ensuring a clean and timely yearend audit. * Preparing Financial Statement (Income Statement, Balance Sheet, Cash Flow Statement etc.) by using International Financial Reporting Standards(IFRS) andinternational accounting standards (IAS). * Recording all purchase of fixed assets * Monthly & Annually Analysing Business performance. * Preparation of Weekly and monthly payroll.     **Accounts And Finance Manager**  August 2011 - Jan, 2016  BURAQ STAR TRADING CO LLC  DUBAI, UAE     * Preparing Financial Statement (Income Statement, Balance Sheet, Cash Flow Statement Etc) by using International Financial Reporting Standards(IFRS) andinternational accounting standards (IAS). * Recording all purchases. * Monthly & Annually Analysing Business performance. * Recording and issue of petty cash. * Preparing Receipt Vouchers, Payment Vouchers, Journal Vouchers, Credit Note, Cheque Returns and Petty Cash Vouchers etc. * Preparation monthly payroll. * Managing overall responsibility for recruitment activity. * Managing the relationship with Treasury, Bankers and suppliers by negotiating on different matters to ensure availability of fund thus balancing between the requirement & availability of funds. * Identifying and analysing the risk in the different business areas and then implementing the risk mitigation processes. * Handling personnel issues relating to staff conflicts, absenteeism, performance issues, etc. * Developing, implementing and maintaining systems, procedures and policies, including accounts payable , accounts receivable to ensure adherence to company guidelines. * Acting as a liaison between the company and external auditors to meet audit needs and ensuring a clean and timely yearend audit. * Responsible for internal audit in other branches (Oman and Pakistan). * Responsible for handling and managing all legal documents, visa process, insurance of vehicles and tenancy contracts.   **Auditor**  July 2010 - July 2011  IFTIKHAR ALI & CO. CHARTERED ACCOUNTANT  PESHAWAR, PAKISTAN   * Completed detailed audit tests on section of audit including bank, fixed asset, sales, salaries, purchases, debtors and creditors. * Drafted conclusion on the completion of tests identifying anomalies and/or potential problems that have risen. * Prepared and/or checked different ledger accounts if necessary. * Prepared necessary schedules, using client's books and records, to enable completion of the bank/cash control account and the bank reconciliation including the analysis of payment and receipt. * Preparation of accounts from incomplete records and book keeping of financial records of clients. * Crossed reference files and prepared the accounts; ensuring working papers agree with lead schedules and in turn with the accounts. * Recognized problems and ensured that these are referred to more senior members. * Attended stock takes of client.   **Staff Auditor**  Jan 2009 - June 2010  KHAN WAHEED & CO Chartered Accountants  ISLAMABAD, PAKISTAN   * Assisting with the completion of audit engagements. * Learning a thorough knowledge of the Client’s business. * Preparing financial statements, and management letters in accordance with professional and firm standards. * Support audit management in preparing audit programs. * Meets with and interview essential audit clients. * Carrying out field test and audit procedure and conducting financial audit. * Checking the effectiveness of internal control by conducting interviews with operations staff and/or management regarding their control environment. | **Contact Details:**  [Farrukh.373359@2freemail.com](mailto:Farrukh.373359@2freemail.com)  **Professional Qualification:**  **UAECA (Member)**, Jan 2015 (United Arab Emirates Chartered Accountant)  ***ACCA (Member)***, DEC 2010  (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT)  **Education details:**   * **M.Com**   March, 2015  PUNJAB UNIVERSITY (PAKISTAN)   * **BSc (Honours)** in Applied Accounting, March 2011 OXFORD BROOKES UNIVERSITY (UK) * **BSc** in Mathematics and Physics, Sept, 2007 PUNJAB UNIVERSITY (PAKISTAN) * **FSc (Higher Secondary School Certificate)** in Mathematics and Computer Science, July 2005 FBISE ISLAMABAD * **Matric (Secondary School Certificate)** in Mathematics and Computer Science, June 2003 FBISE ISLAMABAD   **Professional Knowledge**   * Preparation of financial statements * Bank reconciliation statement * Performance measurement of organizations * Investment appraisal * Business analysis * Business valuation * Business finance * Budget preparation * Audit of current and noncurrent assets   **CORE COMPETENCIES**   * Self- starter, analytical and problem solving skills * Business analytics experience * Communicates performance standards and ensures quality of work * Maintains a calm, controlled and positive manner at all times * Recognises pattern of behaviour that demonstrate need for assistance * Stress tolerance   **Other Skills**   * Well versed in MS Office (word, excel, PowerPoint) * sound knowledge of Accounting software **SAP**, **QuickBooks, Tally, Comrade ERP**   **Personal Information:**  **Date of Birth** : 11 February 1986  **Nationality :** Pakistani  **Marital Status :** Married  **Visa:** Employment visa  **Notice:** Can join immediate  **UAE Driving Licence**: Valid till 2021 |