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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 – PresentIFTIKHAR MINAI FOODSTUFF GENERAL TRADING CO LLCDUBAI, 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, 2016BURAQ STAR TRADING CO LLCDUBAI, 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 2011IFTIKHAR 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 2010KHAN WAHEED & CO Chartered AccountantsISLAMABAD, 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 **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, 2015PUNJAB 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 |