

**Ali**

**Email** **Ali.374424@2freemail.com**

 **Expected Salary:** 4000-5000

 **Visa Status:** Visit Visa till 12 Jan, 2018

**Highlights**

* B.Sc. (honors) Accounting and Finance
* 2 Years and 8 months of Accountancy and Auditing experience.
* Worked in construction, manufacturing, retail and Services industries.

**Why Me.**

The value I return back always far exceeds my employment cost. Details below

**Experience**

**Financial Accountant**

**Al Mafhoom Building Maintenance Company –** in Ajman, UAE (September2015 – July2017)

**Key Responsibilities**

1. Prepared all Kinds of Vouchers (J.V, Cash Payment, bank Payment and Receipts vouchers).
2. Team Member in Preparation of Financial Statements team on monthly and yearly basis.
3. Ensured that the accounting records are timely prepared and updated accurately.
4. Prepared monthly journal reports on company expenses.
5. Prepared daily closing of petty cash account.
6. Responsible for the accounts receivable, accounts payable functions to support Accounting Manager and C.F.O.
7. Purchasing function - ensured that PO's are raised for services availed and Products to be purchased.
8. Follow-up receivables, payable and reconciliation of debtors, creditor’s accounts and other third parties.
9. Handled conflicts between clients and the company.
10. Proactively interact with the clients to ensured timely update of the Accounting records relating to their payments, deductions and recoveries.
11. Deal with the bankers and ensured timely Banking reconciliation of balances.
12. Maintenance for daily bank transaction reports and oversee a balance in outgoing and incoming funds.
13. Maintained and run periodic payroll cycles to ensure that all payrolls are processed on time.

**Things to Expect after Hiring.**

1. Book keeping, P&L, Balance Sheet and Internal and External Audits.
2. Development of systems, procedures and policies in Finance, HR, Accounting, and Credit control
3. Driving success through Negotiation, Problem solving, Planning, Analytical and Reasoning skills.

**My Education**

* B.Sc. (honors) Accounting and Finance University of Lahore, 2012-2016
* Intermediate (I.Com)

Scholars College of Commerce, Lahore, 2009-2011

* Matric in Science (Govt. Islah-e-Moashra High School)Lahore, 2007-2009

**Trainee in Audit & Assurance**

**DFK International ---** Audit firm Rizwan & Company in Lahore City, Pakistan (*Worked from October 2014 to September 2015*)

During the trainee experience with the firms, I was involved in various assignments in Audit and Assurance Division, **Taxation (VAT)** and Internal Control Evaluations. The various sectors I worked in ranged from manufacturing industry to the service providers. The ensuing paragraphs describe the major tasks I performed during my training period:

**Key Responsibilities**

1. Initial planning of the job and identifying risk areas during the process
2. Assessment of control risk and designing the tests of controls for specific areas in consultation with the engagement manager;
3. Analysis of Financial Statements
4. Performing the test of control and substantive procedures highlighting the issues/ matters;
5. Discussions with the clients regarding the various accounting or other issues/ matters identified during the assignment;
6. Reviewing the work done by the team members and getting it reviewed by the engagement manager and partner;
7. Extensive application of the International Financial Reporting Standards (IFRS) and preparation of financial statements in compliance therewith;
8. Preparation of other deliverable, such as, management letter identifying control weaknesses, its implications and recommendations; and
9. Verifying compliance with various laws relating to the client.

The various sectors I worked; ranged from manufacturing industry to services organizations. The assignments include

* Scope of Assurance Audits, Internal Audits and Taxation
* Online filling of **Sales Tax (VAT)** Returns of Companies and Individuals under Sales Tax Act respectively
* Preparation of Accounting and Procedural manuals
* Special Nature Assignments like (Inventory Verification, Stock Evaluations and Cash Count Etc.)
* Accounting and Book keeping Assignments

**Languages Spoken**

**Trainings**

Attended training in followings

1. Speaking skills.
2. Microsoft Office with (Advance Excel)
3. QuickBooks ERP
4. Tally ERP-9
5.

**Interests**

* Book Reading
* Cricket, Foosball and Fitness Training

**Participation Events**

* Promote Solar Energy through marketing fair
* Charity Collection for needy people
* Driving Campaign for Blood Donation

**Other Info**

* **D.O.B:** 14-11-1992
* **Marital Status:** Single
* **Religion:** Islam

**CLIENT PORTFOLIO**

Major assignments I had done during my trainee in Audit and Assurance include;

**AUDITS & ASSURANCE:**

1. Ashaz Medical Pvt. Limited 5) Fazal Din Pharmaceuticals Plus Pvt. Limited
2. Lahore Garment City Company 6) Ravi Autos Sundar Pvt. Limited
3. Nafeesa Textiles Pvt. Limited 7) Mavra Ghee Industries
4. Firetech Enterprises Pvt. Limited