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| |  | | --- | | **Asim**  **Dubai**  **UAE** | | **Nationality : Pakistani ▪ Date of Birth : 05 December, 1987** | | |  | | --- | | **Contact** | | **e-mail :** [asim.375453@2freemail.com](mailto:asim.375453@2freemail.com) | | **On Visit Visa --- January 15, 2018** | |
| |  | | --- | | **Education** | | * CA Final (Continue) * MBA (Accounting & Finance) * CA Inter/ CAF (Certificate in Accounting & Finance) | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | Proactive Professional, targeting challenging role across Accounting, Taxation, Financial Reporting & Financial Management with reputed organization, demanding high standards of integrity, objectivity & technical excellence for sustainable organizational growth | | **Functional Area** | Accounting, Audit and Taxation | | | |
| |  | | --- | | **Key Skills** | | Proficient & familiar with a vast array of Management & Accounting concepts and techniques:   |  |  |  |  | | --- | --- | --- | --- | | * Professionalism & Ethics * Financial Statements * Income Tax * GST/VAT * Account Payables | * Financial Reporting (IAS/IFRS) * Financial Statement Analysis * Accounts Receivables | * Fixed Assets Management * Cost Accounting * Internal Control * Working Capital Management | * Internal Audit * External Audit * Financial Management * Budgeting * Bank Reconciliation | | | |
| |  | | --- | | **CAREER SYNOPSYS** | | Proven **5** years’ experience in   * Preparation, analysis and review of financial statements; * Preparation and filing of sales tax/VAT returns & WHT statements, income tax returns & WHT statements, correspondence in tax related issues and other compliance matters; * Capability to apply general knowledge of accounting, financial policies and procedures when responding to specific questions and non-routine problem resolution; * Experience in liaising with external auditors and internal auditors for audit work; * Extensive knowledge of application & compliance of IAS, IFRS, ISA & regulatory framework; |  |  | | --- | | **Work Experience** | | **Forman Christian College, University**  **Assistant Manager Accounts**  **Reporting to: Manager Accounts**  ***Major Roles;* August 2015 to September 2017**   * Responsible for preparation, analysis and review of Financial Statements; * Managing staff while ensuring departmental alignment with overall business objectives of the organization; * Reviews the team’s financial entries and ensures proper supporting documentation is maintained; * Leading and performing accurate monthly and year-end closing of accounts on timely basis; * Ensuring that the monthly and year-end accounts reconciliations are duly performed; * Responsible for preparation and review of Bank Reconciliations; * Responsible for Reports, making analysis and ensuring the integrity of all financial information; * Making coordination with external auditors for annual audit works; * Processing and reviewing salary process; * Assisting in production of business long term plans, and budgets and financial management; * Controlling Income, Cash Flows and Expenditures;  |  |  | | --- | --- | | **Zulfiqar Ahmad & Co Chartered Accountants**  **Member firm of INAA Group International** |  | | **Associate Audit & Assurance**  ***Major Roles;*** | **Reporting to: Manager Audit & Assurance**  **January 2012 to August 2015** | | * Preparation, examination, analysis and review of Financial Statements including cash flow statements for different clients; * Conduct audit planning and making grounds for analysis of client’s financial position and financial performance; * Assign work to the team members and supervise their work; * Understanding and evaluation of client’s accounting and business systems including control environment by observing and meeting to different personals and by visiting client’s premises; * Perform detailed test of controls and substantive procedures; * Verify on test basis all the items of P& L and Balance Sheet; * Perform variance analysis and investigate reasons for the major variances; * Circularize balance confirmations to banks, suppliers and debtors of clients; * Prepare fixed assets register of companies; * Preparing fixed assets register for companies; * Prepare adjusting entries for the client and posted to the client’s accounting software; * Conduct half yearly review of the financial statements of listed companies; * Plan, organize the internal audit by estimating the resources, scheduling and assigning work; * Perform the preliminary survey of operations, functions and activities to have an information on key business risks; * Evaluate the adequacy of internal control system plugged in to confront those risks; * Check the effectiveness of internal control system and identify control weaknesses; * Report the key control weaknesses to the management with risk qualification and corrective measures;   **GST/VAT and Income Tax:**   * Tax Planning and Evaluation of Tax Implications; * Responsible for preparation, review and submitting Income Tax and Sales Tax/VAT returns, WHT Statements and other tax issues including correspondence with Federal and Provincial Tax Authorities; * Applying new registrations, changes in particulars, incorporations and various compliances as per requirements of Taxation Laws; * Employees’ salaries restructuring for Income Tax purposes; * Obtained the tax exemptions under Income Tax Ordinance 2001 from Federal Board of Revenue * Making correspondence with Sales Tax and Income Tax Authorities in compliance of various notices under the statutory provisions of Taxation Laws; * Liaising with Tax Officials during conducting audit of Income Tax & Sales Tax. | | | | |
| |  | | --- | | **Professional Developments** | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | * Presentation Skills Training Course (PSTC) – 100 hours * Various Workshops and Seminars on Audit and Taxation, IAS and IFRSs | | * Computer Practical Training Course (CCPT) – 90 hours | |  | |  |  | | --- | | **Accounting Software’s** | | |  |  | | --- | --- | | **SAP B-1** | **Tally ERP Sage** | | **E.R.P.S** | **QuickBooks Peachtree** | |  |  | | --- | | **Activities and Interests** | | |  |  | | --- | --- | |  | Cricket, F.B, Online chatting, online movies, | | | |
| |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Punjabi** (native) | **Urdu** (fluent) | **English** (basic) | | | |
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