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| **Asim** **Dubai** **UAE** |
| **Nationality : Pakistani ▪ Date of Birth : 05 December, 1987** |

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| **Contact** |
| **e-mail :** asim.375453@2freemail.com   |
| **On Visit Visa --- January 15, 2018** |

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| **Education** |
| * CA Final (Continue)
* MBA (Accounting & Finance)
* CA Inter/ CAF (Certificate in Accounting & Finance)
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| **Profile** |
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| **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 |

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| **Key Skills** |
| Proficient & familiar with a vast array of Management & Accounting concepts and techniques:

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| * 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
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| **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;
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| **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;

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| **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.
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| **Professional Developments** |
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| * Presentation Skills Training Course (PSTC) – 100 hours
* Various Workshops and Seminars on Audit and Taxation, IAS and IFRSs
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| * Computer Practical Training Course (CCPT) – 90 hours
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| **Accounting Software’s** |
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| **SAP B-1** |  **Tally ERP Sage** |
| **E.R.P.S** |  **QuickBooks Peachtree** |

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| **Activities and Interests** |
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|  | Cricket, F.B, Online chatting, online movies,  |

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| **Languages** |
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| **Punjabi** (native) | **Urdu** (fluent) | **English** (basic) |

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