**IRFAN**



**CERTIFIED CHARTERED ACCOUNTANT WITH MULTI INDUSTRY EXOERIENCE**

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**Visa Status: Visit Visa**

 **CAREER OBJECTIVE**

**Seeking an opportunity to utilize my education and further develop my professional skills with a dynamic organization working towards producing satisfying, innovative and reliable results.**

 **PROFILE SUMMARY**

* **EXPERIENCE:** **Accounting & Finance Professional with a 2+ years of well diversified experience in the domains of Accounts Finalization, Taxation (VAT), Audit & Assurance, Financial Analysis, Budgeting, Management Reporting, AR / AP & Inventory Management Using Tally ERP 9 and other Data Base softwares.**

* **EDUCATION**: **ACCA (Affiliate) & B.Com with sound research and study background in Accounting & Finance, Advanced Financial Reporting, Audit and Assurance and Taxation.**

* **EXPERTIES & SKILLS**: **Equipped with Excellent Bookkeeping skills, Presentation and Report Writing skills and an Expert user in ERP software’s (Tally ERP 9, QuickBooks ) with skills in office applications (MS Excel, Word & PowerPoint).**

 **STRENGTHS**

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| * **Accounting Standards (IFRS & IAS) &Auditing standards (IAS), Accounting Principles (GAAP)** * **2+ years’ experience in Accounting & Finance Management** * **2+ years’ experience in Sales Tax (VAT) Management** | * **Expert in AR/AP - Reconciliation - MIS Reporting** * **Effective compliance to SOP and controls** * **Advanced Excel / Excel Financial modeling** * **Strong Verbal & written communication Skills** * **Expert user in ERP ( Tally ERP 9, QuickBooks)** |

 **ACADEMIC QUALIFICATION**

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| **CERTIFICATE / DEGREE** | **INSTITUTION** | **GRADE** | **MAJOR SUBJECTS** |
| **ACCA** | **Association of Chartered Certified Accountants UK** | **Pass Exam 14/14** | **Audit & Assurance, Financial Management, Advanced Financial Reporting, Taxation** |
| **B.Com** | **Bahauddin Zakariya University, Multan** | **B** | **Financial Accounting, Taxation & Audit & Assurance** |
| **I.Com** | **Board of Intermediate & Secondary Education, Multan** | **B** | **Accounting** |

 **PROFESSIONAL EXPERIENCE**

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| * **A.A PAPER (PRIVATE) LIMITED (LAHORE, PAKISTAN)** |
| **ASSISTANT ACCOUNTS MANAGER OCT-2016 To DEC-2017** |

**MY JOB RESPONSIBILITIES INCLUDE**

**FINANCIAL ACCOUNTING**

* **Setting up sales, purchase and nominal ledgers and keep up to date these ledgers in data base software’s (Tally ERP 9, QuickBooks and Excel spread sheets).**
* **Raising sales invoices, credit notes, customer’s monthly Statements and allocation of sales receipts against customer’s accounts using data base soft wares (Tally ERP 9, QuickBooks & Excel spread sheets).**
* **Processing purchase invoices, supplier’s statements reconciliation, dealing with supplier’s invoice queries & purchase orders.**
* **Monitor customer account details and identify and investigate non payments, delayed payments and other irregularities.**
* **Monitoring of all accounts payables process, including petty cash, expense reports and management account reconciliations.**
* **Implementing inventory control strategies & inventory counts on monthly basis.**
* **Preparation of monthly and quarterly journals (prepayment, accruals, fixed assets).**
* **Oversee all Company accounting practices, including managing the accounting department, preparing budgets, financial reports and audit functions.**

**FINANCIAL REPORTING**

* **Preparation of monthly, quarterly and annual financial statements and ensure compliance for time frames, thoroughness, consistency.**
* **Preparation and finalization of monthly management reports and accounts.**
* **Preparation and finalization of annual financial statements.**
* **Finalization of accounts and matters relating to statutory requirements with external auditors.**

**CASH FLOW MANAGEMENT**

* **Ensures adequate liquidity to meet the organization's needs.**
* **Making arrangements with banks and financial institutions to meet the working capital and long term capital requirements including lease arrangements.**
* **Weekly review of accounts receivables and discussion with credit and sales department.**
* **Oversee the strategy & performance of the invoicing & credit control functions, ensuring active collection techniques & minimal bad debt exposure.**
* **Manage the financial resources and ensures proper utilization of financial resources.**

**TAXATION**

* **Finalization & Verification of monthly Sales Tax (VAT) Return.**
* **Verification of Sales and Purchase.**
* **Ensure the proper Sales Tax (VAT) compliance and record maintenance.**

**BUDGETING & FORECASTING**

* **Preparation of monthly expense budget and cash flow statements and reports for the Management.**
* **Preparations of cash forecasts and expense budgets to determine the funds requirements of the organization.**

**SYSTEMS & PROCEDURES**

* **Design and develop and implement Accounting, Financial, Costing, Banking and Treasury relating policies and procedures.**
* **Design and develop, implement and administer and control financial operating systems and procedures.**
* **Ensure the proper implementation of company policies & Internal Control Procedures.**
* **Develop suitable business MIS to encapsulate all the key performance indicators, financial, commercial & operational.**

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| * **RIAZ & CO. CHARTERED ACCOUNTANTS (LAHORE, PAKISTAN)** |
| **AUDIT ASSISTANT JUL-2015 TO SEP-2016** |

**Riaz & Co is a firm of Chartered Accountants providing integrated advisory and compliance services in the area of accountancy, audit & assurance, corporate & secretarial affairs, taxation, business development & advisory.**

**Some of the concerned Organizations are:**

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| **Bin Rasheed Chemicals (Private) Limited** | **Performance Automotive (Private) Limited** |
| **Super Bird (Private) Limited** | **Sirocco (Private) Limited** |

 **PERSONAL PROFILE**

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| **PERSONAL DETAILS** | **IT & COMPUTER PROFICIENCY** |
| **D.O.B : December 01, 1989**  **Nationality : Pakistani Marital status : Single**  **Languages** **: English, Urdu**  **Reference**: **Will be Furnished on Demand** | * **Microsoft Office package Word,**   **Advance Excel & Power Point.**   * **Accounting Soft wares**   **(Tally ERP 9 & QuickBooks)**   * **Excel financial modeling** |