2018

**IQBAL | CFMA**

**Career Profile**

A seasoned young Accounting and Finance Professional with 5 years of experience acquired through challenging roles in dynamic business organizations.

Seeking a challenging and responsible position in accounting, finance and management. A position that involves planning, supporting and managing.

N **Akif Hanif, CMA (USA)**

Dubai, U.A.E

+971 5099 74601

[akif.hanif.777@gmail.com](mailto:akif.hanif.777@gmail.com)

Gender Male| Date of birth 22/11/1985| Nationality Pakistani| Visa Status Valid till 05-06-2015

Page **1** of **4**

Where my skills and experience, as an individual and team member, contribute to effective and efficient discharge of my responsibilities for the growth and success of the organization and self.

**Strengths & Focuses**

* Balance sheet and P&L preparation.
* Month-end reconciliation and analysis.
* Reporting and documentation.
* Budgeting.
* Strong analytical and problem solving skills.
* Capable to work independently and meeting deadlines.
* Ensuring compliance with internal policies and procedures.
* Business accounting process improvements.
* Capable of effective communication with all management level.
* Implementation of accounting controls.
* Analytical Procedures and Substantive Procedure while worked as Auditor.
* Grip on International Accounting Standards.
* Grip on International Financial Reporting Standards.
* Companies Ordinance.
* Taxation Ordinance.
* VAT, Income Tax and Sales Tax.

**IQBAL- CERTIFIED IN ACCOUNTS AND FINANCE**



**Personal Information**

Location: Abu Dhabi UAE.

Mobile Number: C/o 971504973598

Gmail: [iqbal.376540@2freemail.com](mailto:iqbal.376540@2freemail.com)

**Career Objective**

Seeking to be part of dynamic and growth oriented organization.

**Professional Experience**

**General Accountant**

**From Mar 2016 to Present**

###### (Straight Line Decoration LLC, Art Waves Paint Works, Healthy Licious Catering)

###### Location: Abu Dhabi UAE

**Following is a brief description of my work:**

* Daily, Weekly & Monthly Bank Reconciliation
* Review & Verification of Bank Payment Vouchers & Cash Payment Vouchers.
* Entering data regarding expenses, bills and other transactions in a timely manner.
* Preparing payments of the vendor and forwarding it to the GM for authorization.
* Balancing accounts on a weekly and monthly basis.
* Preparing financial statements on either a regular schedule or when required.
* Participating in budget and planning meetings with the Project Manager.
* Other administrative tasks and responsibilities as deemed appropriate by the Director and Chief Executive Officer to ensure the effective functioning of the Company
* Preparation of Annual Accounts for external auditors.
* Engagement with external auditors for annual audit.
* WPS for Ratibi and C3 Card.
* Prepares and records asset, liability, income and expense by compiling and analyzing.
* Summarize the financial performance and financial position of the company at month , quarter and year end.
* Keep confidential the proper books of account in a very professional manner.
* Prepare monthly budget and calculate variances to measure the actual shape of account.
* Keep an eye on internal controls and perform the substantive procedures in compatibility with the internal controls.
* Aging of debtors and creditors.

**Audit Senior**

#### Jan 2013 – Dec 2014

###### Anwar ,Tariq & Co. Chartered Accountants.

###### Location: Lahore Pakistan

The firm was involved in providing audit services to all companies incorporated in Pakistan. The said firm was the active member of Clarkson Hyde International United Kingdom.

**Following is a brief description of my work with this employer:**

Preparation of the Financial Statements, Budgets and Budgetary Controls of various organizations.

* Textile (Spinning, Weaving, Stitching, Dyeing & Printing Units)
* Ghee and Soap
* Clubs (Lahore Gymkhana Club)
* Plastic & Fiberglass
* Beverage

**Qualifications:**

* CFMA (Pak) Society of Accounting Education, 2015.
* CA (Inter) Institute of Chartered Accountants of Pakistan, 2015.
* AFC Institute of Chartered Accountants of Pakistan, 2015
* MBA (Fin.)\* College of Management Sciences, 2015.
* B.Com University of Punjab, 2011.
* Fsc. (Pre-Eng) BISE, Lahore, 2007.
* Metric BISE, Lahore, 2005.

**Certificates:**

* Certificate on IFRS.
* Certificate on MS Office.
* Certificate on Risk Based Internal Audit.
* Certificate on World Bank financial Reports.
* Certificate on Working Capital Management.
* Certificate on Presentation Skills and Training Courses.

**Computer Literacy:**

* MS Office Suites 2003, 07, 10, 13.
* Tally ERP 9.
* MYOB.
* Quickbook.
* TOPOS.

**Other Achievements:**

UAE Automatic Light Vehicle Driving License with License Number 2421002.

**Language skills:**

* Urdu National Language (To read, speak & write)
* English Satisfactory (To read, speak & write)
* Arabic Satisfactory