

* Accounting professional; with extensive experience of accounting and taxation.
* Hands on experience of financial statement preparation.
* Hands on experience of Income Tax Return preparation.
* Performance-oriented professional with a proven track record of enhancing service levels, improving workflow processes and managing profitable relationships with stakeholders.
* Process oriented individual willing to work in target based environment and poised to tackle multifaceted challenges of rapidly changing corporate setting.

**PROFILE SUMMARY**

**CAREER SUMMARY**

* An experienced professional, with more than 5 years in the fields of accounting, Auditing and Accounting at midlevel with leading local Accounting firms    
    
  • financials statements • external audits • internal audits • financial review •Compliance services • tax audits • Registration of companies • Basic taxation

***External audit & assurance services***

External audits, internal audit, internal control assessments and other assurance services of various industries including hospitals, manufacturing concerns and NGOs. Preparation of financial statements including balance sheet, income & expenditure account, cash flow statements, preparation of bank reconciliation statements, accounts receivables and payables, petty cash management, transaction supervision, data entry etc.

**COUNTRIES OF WORK EXPERIENCE**

Pakistan, Afghanistan

**LANGUAGES**

English, Urdu, Dari (Persian) & Pashto.



* External & internal auditing skills
* Accountancy
* Preparation of financial statements
* Communication Skills

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**Ayaz**

**CONTACT DETAILS**

**PROFESSIONAL SKILLS**





**PROFESSIONAL EXPERIENCE**

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**Al-Fatah Shopping Mall Pakistan**

**(**Al Fatah Shopping Mall, Gloria jeans Coffee, Bar B Q Tonight- Turkish Donor, Peshawar)

Worked as ***“Finance manager”*,** June 2017 – December-2017

Reporting to Chairman

Responsibilities/Accomplishments:

* Preparation of Financial Statements including Balance Sheet and Income & Expenditure Account
* Bank reconciliation of all bank accounts
* Supervise Withholding tax working of suppliers, Rent & Salaried persons
* Supervise all transactions i.e JV’s, Cash payment voucher, Cash receipt voucher, Bank payment vouchers & Bank receipt vouchers
* Review monthly expenses
* Supervise account payable balances
* Review payroll sheet
* Supervise bank book of all business units
* Supervise Cash book of All Business units
* Maintenance of clean and accurate files with original documents.
* Keeping archive with photocopies of all documents
* Providing financial training to junior staff
* Preparing and e-filing of monthly Sales Tax Returns
* Preparing and e-filing of monthly Income Tax withholding statements
* Preparing and submission of notices, show cause notices from tax authorities

**National College of Sciences, Peshawar**

Worked as ***“Assistant Finance Manager***”, October 2015 – April 2017

Reported to Finance Manager and Principal of the college

Responsibilities/Accomplishments:

* Daily bookkeeping using standard QuickBooks and periodic reporting
* Prepare cash flow forecasts and conduct regular cash reconciliations
* Prepare monthly end account and reconciliation as required
* Supervise preparation of vouchers, invoices, making payments
* Prepare and payment of monthly payroll and withholding salary taxes (if any)
* Deal with banks (Opening bank accounts for staff and withdrawal and deposit into bank)
* Assist in filling system; proper filling of financial supporting documentations, tax remittance confirmations, wire transfer confirmations
* Continuously update operating budget and explain reasons of budget deficit/surplus to management and suggesting improvements to meet budget constraints
* Train the junior staff on all sections of the finance and delegate responsibility
* Maintain Asset register and calculation of depreciations and book values
* Maintain and update tuition fee receivable statements

**SKANS School of Accountancy, Peshawar**

Worked as ***“Coordinator”***, April 2014 – September 2015

Reported to Principal of the College

Responsibilities/Accomplishments:

* Making teachers/lecturers and students attendance sheets
* Prepare monthly remuneration of visiting faculty
* Correspondence/communication with students regarding time table, class schedule, fee etc
* Hold meeting with parents of students to discuss their performance with them
* Updating the list of dropped students
* Handling parents enquiries regarding student’s progress
* Making sending the progress report of all students
* Providing batch wise retention report
* Making teacher attendance and student’s attendance follow up
* Making calls for CBE results follow up and calls for retention follow up
* Making of SMS with help of course coordinator
* Making phone calls to absent students and maintaining log
* Taking important messages form teachers regarding their classes in the absence of course coordinator

**Rafaqat Baber & Co; Chartered Accountants, Peshawar, Pakistan**

Worked as ***“Audit Trainee”***, November 2010 – January 2012

Reported to Senior Manager Audit

Responsibilities/Accomplishments:

* Preparing of audit programs
* Execution of financial audit of organizations from various sectors
* Compliance reviews of management policies
* Financial reporting in accordance with the applicable reporting framework
* Financial analysis including ratio analysis, horizontal and vertical analysis
* Preparing the books of accounts for various clients, both manually & in computerized environment
* Performing the cash counts and stock takes
* Conducted various audits of different organizations (companies including pharmaceutical companies, factories, NGOs etc)
* Conducting the annual audit

Secondment to ***“Rise Engineering Kabul”***,

Reported to Senior Manager Audit and CEO

Responsibilities/Accomplishments:

* Planning project cash and bank books
* Allocating the personnel to project based on experience and skills
* Keeping and monitoring the record of inventory
* Reconciling the inventory with the financial record and physical inventory
* Keeping the record of fuel and its consumption
* Reconciling the fuel consumption with log book and financial record
* Preparing the payroll, allocation to project and maintains the personnel data of employees
* Managing the office financial record and data

Secondment to ***“Libra Pharmaceuticals (Private) Limited”***,

Reported to Senior Manager Audit and Director Finance

Responsibilities/Accomplishments:

* Book keeping of books of accounts in Quick Book Accounting Software
* Preparing the payroll, allocation to project and maintains the personnel data of employees
* Prepare the monthly financial statements/ reports
* Allocation of expenses to projects and at proper time
* Preparation of Budget and it analyses with actual expenses
* Preparation of project forecast
* Ensuring compliance of financial data in accordance with company policy and procedures



* SAP user end
* Quick Book Accounting Software;
* Quick Book installation and Quick book networking to different users
* Proficient with internet and Microsoft Office applications, particularly MS Word, MS Excel, MS Power Point and MS outlook;



* Chartered Certified Accountants, Institute of Chartered Certified Accountants UK (Finalist- professional stage in progress)
* Passed Certified Accounting Technician (CAT) from Association of Charted certified Accounting (ACCA) U.K
* Bachelor from University of Peshawar (B.A)

**PROFESSIONAL EXPERIENCE**

**PROFESSIONAL SKILLS & TRAININGS**

**PROFESSIONAL QUALIFICATION**