Ghulam, ACCA (Finalist)



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**Career Objective:**

To achieve the best in the field of accountancy, finance and auditing through continuous value addition by utilizing my education, experience and skills while contributing towards the development of the organization as a whole.

**Key Skills:**

* Having experience of **bookkeeping, external & internal auditing**.
* Performed Detailed **Audit Procedures** on all the Income Statement and Balance Sheet heads. Have detailed knowledge of International Accounting Standards (**IASs)/International Financial Reporting Standards (IFRSs)**
* Involved in Preparation and review of **Financial Statements** (Income Statement, Balance Sheet, Cash Flow)
* Prepared **reconciliation statements of bank, vender, and supplier.**
* **Accounts Receivable, Accounts Payable and Inventory Management.**
* Having practical experience of **SAP Business One**
* Having practical experience of **Microsoft Excel** (Formating, Pivot Table, Vlook up, Flow Charts, Formulas)
* Attending and supervising **physical verification** **of inventories and fixed assets**.
* Have detailed knowledge of **accounting cycle and procedures** (double entry to trial balance till balance sheet, profit and loss account and cash flow statement).
* **Detail-oriented, efficient and organized professional** with extensive experience in accounting and auditing systems.
* Highly **trustworthy, discreet and ethical**.

**CAREER ACHIEVMENTS:**

* Performed independently external audits in the capacity of supervisor and reviewed financial statements.
* Identified internal control weaknesses during external and internal audit assignments and reported these to the management of organizations.
* Supervised annual stock take of various clients.
* Supervised monthly closing processes during bookkeeping assignments.
* Supervised internal audit assignment of a retail organization.

**Professional Experience:**

1. **Mushtaq & Co. Chartered Accountants (6 Jan 2015-30 Dec 2017)**

(A Member Firm of Leading Edge Alliance International)

During the period of my stay for at **Mushtaq and Company Chartered Accountants**, I have gained an ample experience in accounting, auditing & internal controls. I have experienced a diversity of statutory audits as well as agreed upon procedures, assignments of significant corporate clients in the country comprising of both listed and unlisted in line with International Financial Reporting Standards (IFRS), International Standards on Auditing (ISAs) and other compliance frameworks. I have been assigned following roles in Audit department in **Mushtaq and Company Chartered Accountants.**

**Position Held** **Tenure**

* **Audit Supervisor**   **July 2017 to Dec 2017**
* **Audit Associate Jan 2016 to June 2017**
* **Audit Trainee Jan 2015 to Dec 2015**

During the period of stay at these positions, my job responsibilities have been as follows:

* Initial planning of the audits and identifying risk areas during the process of audits;
* Risk assessment of the client in accordance with firm’s audit methodology and planning audit procedures required to cover this risk;
* Extensive application of the International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), International Auditing Standards and; reviewing statutory financial statements to ensure compliance therewith. Effective planning, supervision and review of the engagements to meet stringent deadlines;
* Evaluating internal controls and accounting system implemented by the client and developing suitable recommendations to address deficiencies identified;
* Exercising decision-making skills to prepare working papers and draft findings;
* Liaising with the client’s management personnel, identifying ways to maximize client relationship and deliver added value;
* Training, supervision and developing coordination and team spirit amongst the audit engagement team to accomplish demanding jobs within the time, quality and budget targets;
* Preparation of other deliverables, such as presentations and management letters identifying control weaknesses;
* Ensuring that Management policies and procedural standards are implemented effectively;
* Attending and supervising physical verification of inventories and fixed assets.

**Professional Qualification:**

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| **Title Awarded:** | **ACCA (Finalist)**  C:\Users\HP\Desktop\logoAcca.png |  |
| **Institute:** | **Associate Certified Chartered Accountants** |  |
| **Academic Qualification:**  **Qualification Institution**    Master of Commerce (M.Com) Islamia University of Bahawalpur, Punjab, Pakistan  Becholers of Commerce (B.Com) Islamia University of Bahawalpur, Punjab, Pakistan  Diploma of Commerce (D.Com) Punjab Board of Technical Education Lahore, Pakistan | | |

**Personal Traits:**

Team Motivator, Result Oriented, Good Analytical skills and ability to manage the working environment in circumstances of pressure with limited resource.

**Personal Information:**

Date of Birth April 20, 1988

Nationality Pakistan