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**FAROOQ**

**Email:** [**Farooq.380905@2freemail.com**](mailto:Farooq.380905@2freemail.com)

**CAREER OBJECTIVE**

**Seeking a position in Finance/Accounts department where I may utilize my qualification, skills and professional experience to show good performance and achieve organizational targets and learn more to develop my skills.**

**PROFESSIONAL EXPERIENCE**

**EXPOSURE WITH RAFAQAT BABAR AND COMPANY CHARTERED ACCOUNTANTS**



**From March 2017 till March 2018**

* Working as Audit associate with **Rafaqat Babar & Co. Chartered accountants** (**a member firm of Leading**

**Edge**

* **Alliance**) engaged in provision of services such as financial & cost accounting, auditing, Tax, and advisory.
* While in association with Rafaqat Babar & Co, Chartered Accountants, I Gained diverse experience in the field of financial accounting, auditing, and other advisory services.

**STARTED MY TRAINING WITH ZAHID JAMIL AND COMPANY**



**From Feb 2016 till March 2017**

* Working as Audit associate with **Zahid Jamil & Co. Chartered accountants** (**an independent member** **firm of Prime Global**) formerly (Shegal Shahid & Safdar Chartered accountants) engaged in provision ofservices such as financial & cost accounting, auditing, Tax, and advisory.
* While in association with Zahid Jamil & Co. Chartered Accountants, I Gained diverse experience in the field of financial accounting, auditing, and other advisory services



A brief summary of career development is as follows;

***Duties and Responsibilities as Financial Accounting Trainee:***

* Preparation of Ledger accounts, trail balances , double entries , reconciliation of subsidiary accounts with control accounts, Bank reconciliations with company books etc.
* Preparation of Financial statements in accordance with the requirements of International Financial Reporting Standards **(IFRS)** and companies ordinance.
* Discussing issues arising during the audits with respect to the proper implementation of the International Financial Reporting Standards **(IFRS)** and recommending the proper adjustments and disclosures. International Public Sector Accounting Standards (IPSAS) and other local and donor specific requirements
* Bookkeeping services
* Carrying on the overall analytical review of financial statements and concluding significant variations of transactions within the financial statements ensuring that these are in the knowledge of management

***Duties and Responsibilities as Audit Trainee:***

* External Auditing with appropriate engagement team under the supervision of engagement partner.
* Development of audit strategy and audit plan as per requirement of international standards on auditing (ISAs), which involves systematic review, risk analysis and development of audit tests aimed at reducing audit risks, as well as execution and completion of various audit assignments.
* Review of internal control procedures to ensure adherence to management policies and control procedures and to suggest improvements thereon;
* Producing audit reports to meet the required standard for reporting to senior management.

***Computer Softwares & I.T Proficiency:***

I have working knowledge and experience of the following software:

* Proficiency in Microsoft Office, especially Word, Excel
* QUICK BOOK (Accounting Software)
* TALLY

**AUDIT EXPERIENCE & SIGNIFICANT CLIENTS MANAGED:**

Significant clients that have contributed to my professional development include:

**AUDIT EXPERIENCE**

* Sadat Flour And General Mills
* PAARSA
* Amin Paper Mills
* Hafeez Iqbal Oil & Ghee Mills
* Sarhad Development Authority----*Head Office*
* GA Polymer
* MKB Industries

**BOOKKEEPING EXPERIENCE**

* Nimra Steel – KPK Gadoon Amazai
* Nizam Steel – KPK Gadoon Amazai

**PROFESSIONAL SKILLS**

* Accounts and accompanying Schedules.
* Preparation of Financial Statements.
* Income and Expenditure accounts.
* Receipt and Payment accounts.
* Has Got Good knowledge and experience of VAT
* Scrutiny of various ledger i.e. Cash book, bank book, Journal and Bank Reconciliation Statement.
* Checking internal control procedures.
* Stock taking of inventories and General Controls Review.
* Feasibility study, Budgeting and Ratio analysis.
* Managing account receivables,account payables and aging analysis.

**PERSONAL & SOCIAL SKILLS**

* Strong successfully demonstrated and recognized working ethics.
* Analytical problem-solver, able to anticipate issues and create newer and improved systems that streamline operations, resolve concerns and improve efficiencies.
* Skilled in building excellent rapport with clients and team members. Able to see bigger picture, delegate effectively and motivate team members to achieve on time work completion.
* Proven ability to work under pressure and to strict deadlines. Determined, devoted and consistently deliver business results.
* Keen to learn and acknowledged for creating new and alternative ideas.

**PROFESSIONAL QUALIFICATION**



**ACCA (UK)** **“ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT-UK”**

* **ACCA FINALIST.**



**CAT (UK)** **“ CERTIFIED ACCOUNTING TECNICIAN** ’’

**PROFESSIONAL ACHIEVEMENTS**

Certificate of Achievement for scoring high percentage in Financial Accounting and Management Accounting.

**ACADEMIC QUALIFICATIONS**

**BACHELORS (Arts)** – (2011) Peshawar University

**INTERMEDIATE** (Equivalent to A Levels) - (Year: 2007)

**MATRICULATION** (Equivalent to O Levels) - (Year: 2005)

**PERSONAL INFORMATION:**

Nationality: Pakistani

D.O.B : 2nd Nov. 1988

Marital Status: Single

Language: English(fluent), Urdu(Fluent), Pashto(fluent)

**REFERENCES:**

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