**HAFIZ**



Cost & Management Accountant (CMA), B.COM

Email: [hafiz.381788@2freemail.com](mailto:hafiz.381788@2freemail.com)

**CAREER OBJECTIVE**

*Seeking position in FINANCIAL as well as MANAGEMENT ACCOUNTING where working opportunities should be including but not limited to Finalization of accounts, MIS, Annual profit planning, Budgeting, Auditing, Performance evaluation, Project accounting, Project evaluation and financial statement analysis.*

**PROFESSIONAL PROFILE**

Cost and Management accountant and Bachelors in Commerce.

A Professional with **over 6 years** of intensive exposure to accounts in Audit Firm as well as Manufacturing industry with reputed organizations

Work in MS Office & EspeciallyAdvance Excel

Work on International financial Reporting standards (IFRS)

**KEY AREAS OF EXPERIENCE**

**MUDASSAR EHTISHAM & CO (CHARTERED ACCOUNTANTS). LAHORE Assistant Manager of Tax Audit & Assurance Mar 2016- May 2018**

* Effectively prepare the test of detail for the Purpose of Audit Evidence
* Can prepare the efficiently & Effectively Test Of Control for Internal control
* Reporting on the financial statements to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud.
* E-Return Filing Sales tax, VAT, Withholding Tax & Income tax Returns File & Can prepare the working Of Tax.
* Prepare the MIS Reports for financial control and Smooth operations of different organization
* Finalize the Accounts Can prepare the Financials from Single & Double entry system
* Liaison with tax, banks and Other Financial Bodies like FBR SECP & PRASupervision of the juniors in Audit, Tax matters, reports and other day to day matters.

**PURE FOODS (PVT) LIMITED COMPANY Assistant Manager Accounts & FinanceOct 2013- Feb 2016**

* Payroll – Supervision of payroll system, Provident Fund and Gratuity Fund of the company and verification of payroll sheets, deductions etc.
* Accounts Receivable – Managing receivables, aging and ledgers’ reconciliation
* Accounts Payable – Managing payables, ledgers’ reconciliation, verification of purchase invoices, purchase order, GRN and vouchers
* Bank Reconciliation – Reconciliation of 6 bank accounts
* Trail Finalizing for the annual and semi-annual financial statements
* Inventory configuration in newly implemented Quick Book systemissuing of purchase orders & Invoices.

**ABNA AL AMIR CONTRACTING LLC ACCOUNTANTJun 2012- 0ct 2103**

* Petty cash handling
* Receivable handling & Prepare the Aging report
* Maintain the payroll sheet
* Business Review/MIS Reports - Annual, quarterly, monthly reporting to assess performance of the company and reviewing progress against plans
* Inventory Management – Analyzing the flow of inventory and calculation of cost of goods sold and closing stocks by using Weighted Average Method

**WORKSHOPS &SEMINARS**

 Training on Time Management, Communication and Negotiation Skills.  Workshop on International financial Reporting standards (IFRS)   
 Workshop on Microsoft Excel.



**IT AND ERPSKILLS**

* Microsoft office(Advance excel & word)
* Quick book
* Tally
* ERP
* Peach Tree

**PROFESSIONALQUALIFICATION**

Institute of cost and Management Accountantof

CMA (finalist) Pakistan

Cost and management Accountants

B.Com Punjab University,

Bachelor in Commerce

**PERSONAL PROFILE**

Date of Birth 7th March, 1984

Marital Status & Nationality Single, Pakistani

Languages English, Hindi& Urdu (Native)

Visa Status Visit (Transferable)