**Zia**

**Zia.385949@2freemail.com**

**Visit Visa**

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**CAREEROBJECTIVE:**

An ACCA Professional with 4 Years of Experience in Accounting and Auditing; with strong Communication and problem solving skills, seeks similar role in Trading company.

**CAREER PROFILE/SKILLS:**

* Attention to detail and Execute Tasks in Best possible ways
* Strong communication skills & Analytical skills
* Able to work under pressure situations & Time Management
* International Accounting Standards-IAS
* International Financial Reporting Standards-IFRS
* Proficient in Quick-BOOK,SAP-B1.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Premier Energy (PVT) Ltd**

(Prime Initiator for solar energy in Pakistan and Member

Of Premier Group United Kingdom)

**Tenure:**  July 2016 – August 2018

**Designation:** Senior Executive- Accounts Payable

**Responsibilities:**

* Processing of Service type invoices in SAP
* Processing of Vendor invoices and AP Down payment
* Processing of vendor payment and making entries in SAP
* Co-ordinate the approval process of all account payable invoices
* Maintaining and managing petty cash expenses and maintaining the ledger in SAP
* Preparation of Withholding statement on monthly basis for income tax purposes
* Filing of income tax return and making the payment to tax authorities accordingly
* Performing complete Bank Reconciliation-(BRS) on weekly and monthly basis.
* Assisting in the preparation of Monthly,Quarterly,annual accounts
* Maintain the company's general ledgers in all aspects.
* Calculating the costing of projects and their Profitability.

**Achievement:**

* Timely, accurate information Availability
* Awarded for Employee of the month for being punctual and meeting Deadlines
* Demonstrated Expertise that contributed toward achievement of long-Term corporate objectives

**Organization:** **Uzair Hammad Faisal & Co Chartered Accountants.**

(An Independent member of FWS Partner Network-Germany)

**Tenure:**  January 2015 –June 2016

**Designation:** Junior Executive

**Responsibilities:**

* Review financial statements and compliance with applicable requirement of International Financial Reporting Standards(IFRs), and local laws.
* Drafting the financial statements
* Propose adjusting journal entries and discuss audit findings with client
* Book keeping of accounts as well as keeping and maintaining records helpful for audit.
* Performing the ageing analysis and following up trade receivables for early recovery of debts.
* Understanding the nature of business environment, business processes and business cycle of clients.
* Audit planning, risk assessment, and completion of work within allocated time.
* Applying analytical procedures on fixed assets, receivables, payables, inventory, expenses and income.
* Review of internal controls and related documents.
* Filling of tax returns.

**Organization:** **Lafarge Pakistan Cement (Pvt) Ltd.**

(A Member of Lafarge Holcim Group)

**Tenure:**  September 2013 –Febuary 2014

**Designation:** Finance Trainee

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| Associate Of Chartered Certified Accountant  | **ACCA** | 2015 |
| Advance Diploma In Accounting and Business | **ACCA** | 2012 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** ( MS Word and MS Excel)

**TRAININGS & WORKSHOPS:**

* Seminar on IAS 2011
* Workshop on Learning IFRS 2012
* Intermediate and advance levels of MS excel

**PERSONAL INFORMATION:**

**Date of Birth** : 19-July-1984

**REFERENCE:**

Reference will be furnished on demand.