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| **ABDUL** **ABDUL.129385@2freemail.com** |
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| **A Conscientious Master in Business Finance with a successful** [**destined**](http://thesaurus.com/browse/destined) **carreer**. |
| Key Skills: Financial Accounting| Auditing  |

**Objective**: Seeking a challenging & learning environment in a dynamic organization with the aim to contribute towards organizational success by enhancing ethical and competency standards, and to perform consistently while meeting management expectations.

 **Professional Competencies**

**Financial and Management Accounting**

* Fully aware of the International Financial Reporting Standards, Local standards and Auditing Standards
* High capability in preparing statutory, compliance and management reporting.
* Proficient in preparing detailed analytical reviews, ratio analysis and budget comparisons of various large and medium sized entities including manufacturing concerns and service organizations.

**Financial and Business Risk Awareness**

* Identification of key business and financial risks through use of tools such as SWOT analysis and Critical Success Factor / Key Performance Indicator reviews.
* Consideration of Fraud risks and mitigating entity level controls.
* Raising Awareness and communication of risks to those charged with governance through meetings, formal management letters and audit presentations.
* Analysis of financial risks with emphasis on liquidity, profitability, investor ratios and going concern issues.

**Internal Control & Best Practices**

* Excellent capability in the designing and implementing of strong internal control systems. Carried out review for improvement of existing practices.
* Carried out review of Compliance with Code of Corporate Governance and Best Practices for various companies, including large and medium Corporations.

**Leadership and Project Management**

* Headed large team in various audit and other assignments as Senior, which involved direct reporting to senior manager and Engagement Partners.
* Effective time management skills and monitoring of deadlines with focus on efficiency and cost effectiveness.
* Management of conflicts, slippage issues and changing client expectations.
* Agreeing deliverable quality and project timelines.

**IT & Related Skills**

* Very good understanding and familiarity with MS Office.
* High capability in identifying and preparing the necessary MIS reports.
* Proficient in using computer assist audit techniques
* Clear understanding of Oracle system used by various banks around the world.

**Communication and People Management**

* Effectively communicate, contribute and consult partners, senior managers and top level management of various clients within the group and develop a strong interpersonal relation with clients.

 **PROFESSIONAL EXPERIENCE**

**HLB Ijaz Tabussum & Co.** *Chartered Accountants* *December 2008 to May 2011*

Full-time position as Senior Auditor in Assurance Advisory & Business Services(AABS) department. Primarily engaged in statutory audits, review engagements and risk assessment of various large and medium-sized listed and unlisted organizations along with looking after ad-hoc assignments.

**Key highlights**

* Actively engaged in the preparation of planning and strategy documents for audit and other engagements
* Involved in risk identification as well as risk assessment procedures
* Led the preparation and on-going monitoring of project budgeting
* Managed the preparation of financial statements for group statutory reporting
* Assessed internal controls of various entities to identify system deficiencies and recommended the adoption of best practices to the clients senior management
* Team leader for carrying out test of internal controls on business processes and substantive testing of various transactions
* Primary on-site client contact during various assignments from initiation to close
* Actively assessing the financial position of the company for the present and the foreseeable future for profitable recommendations.

**CLIENT COVERAGE**

## Annual Statutory Audits

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| * **The Silver Star Insurance Company Limited**
* **Diamond Foam Industries Limited**
* **Shaffi Chemical Industries Limited**
* **Pakistan Television**
* **Trafco Tracking ( Private) Limited**
 | * **Trafco Logistics ( Private) Limited**
* **Welcon Chemicals (Private) Limited**
* **Warble (Private) Limited**
* **Hi-Warble Pharmaceuticals (Private) Limited**
* **Hamid Textile Mills Limited**
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**Corporate & Tax Affairs**

* Filling of Form A, Form 29 etc.
* File inspection at SECP
* E-Filling of Income Tax returns
* E-Enrolment etc.

**Amin Brothers Engineers Pak (Pvt.) Ltd.** August*2006 to August 2008*

**Assistant Accounts Manager**

Reporting to CFO and Managing Director by effectively assisting in day to day financial operations, budget preparation, reporting and process & system implementation for internal and external reporting requirements.

**Essential Responsibilities:**

* Preparing and presenting financial statements to higher management in line with **Corporate Accounting policies** and **International Accounting Standards**
* Planning supervising and executing budgets for the purpose of planning and control activities of the organization
* Facilitating smooth and satisfactory completion of Statutory and Internal Audits through appropriate supervision of accounts and analysis
* Ensuring accounts payable, receivable and banks are reconciled on monthly basis
* Analyzing the variances of actual operations with budgeted for ensuring proper and timely action
* Liaising with the auditors for the purpose of smooth conduct of internal & external audits
* Coordinating with consultants for feasibility reports of the emerging business opportunities.

**EDUCATION**

**MBA Finance** The Institute of Management Sciences (2010)

**CA Intermediate** TheInstitute of Chartered Accountants of Pakistan

**B.A** University of Punjab (2008)

**A-Levels** Keynesian Institute of Management and Sciences (2002)

**O-Levels** The Salamat School System (2000).

**SKILLS/TOOLS**

* Practical knowledge & skill of audit and accountancy services
* Command over Microsoft Office
* Command over inter personal skills
* Command over corporate laws and regulations
* Command over tax laws and rules
* Fluent in English, Hindi, Urdu.

**AWARDS & ACHIEVEMENTS**

* Scored a CGPA of 3.24 throughout MBA
* Promoted to Senior Auditor within 1 year at HLB Ijaz Tabussum & Co. *Chartered Accountants*
* Certificate of Presentation Skills and Training Courses (PSTC) and Computer Practical Skills from ICAP
* Attended training courses on Leadership skills, Team building, Positive thinking,Time management and Communication skills
* A range of Seminars organized by ICAP.

**PERSONAL DETAILS**

Marital Status: Single

Nationality: Pakistani

Visa Status: Visit Visa

References: To be submitted upon request.