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OBJECTIVE

A respectable position in accounting, management, banking & financial services where proven analytical, conceptual, creative and technical skills can help to improve the organization’s efficiency and productivity in achieving its objectives.

**PROFESSIONAL SUMMARY**

An Auditing and Accounting Professional with 5+ years of experience in Auditing, Financial reporting and Accounting Principles Such as IFRS/IAS and GAAP. Worked in an environment of accountancy and auditing services where proven capability to improve accounting and auditing functions through effective and efficient processes. An Experienced self-starter, team player and problem solver with keen attention to needs and details. An Innovator with creative skills and experience to improve overall business process**.**‏

EXPERIENCE

**2013 – Continue** **JUNIOR AUDITOR**

 *Feroz sharif tariq & co chartered accountants and auditors Karachi, Pakistan*

*.***Duties & Responsibilities**

* Ensure compliance with established internal control procedures by examining Records Ensures, reports, operating practices, and documentation
* Identifying if and where processes are not working as they should, and advising on changes to be made
* Checking that financial reports and records are accurate and reliable
* Complete audit work papers by documenting audit tests and findings.
* Appraises adequacy of internal control systems by completing audit questionnaires.
* Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
* Preparing reports, commentaries and financial statements.
* Liaising with managerial staff and presenting findings and recommendations.
* Travel to meet clients and visit factory or warehouse locations in order to make stock taking.

**ACHIEVEMENTS**

* Suggested and implemented software that helped to increase efficiency of the work.
* Allocated to managing the accounts of the largest international clients.
* Named as most valuable team player.
* Assisted in identifying various risks and errors in accounts.
* Promoted to the tasks of senior Auditor.

**2010-2012** **ACCOUNTS & ADMIN OFFICER**

 *World health organization (WHO) Karachi, Pakistan office.*

**Duties & Responsibilities**

* Complete, accurate and timely completion of financial and accounting records and reporting in accordance with IAS/ IFRS and GAAP (generally accepted accounting principles).
* Managed the daily operation of the accounting department which includes accounts payable, accounts receivable, wire transfers and all general ledger and bank reconciliations.
* Prepared payroll twice per month and calculated and paid payroll taxes.
* Kept track of employee tardiness and absenteeism.
* Prepared balance sheet and income statements on monthly, quarterly and annual basis.
* Undertook periodic checks of assets and stores are done, and prepare reports on the same for management
* Prepared monthly expenditure in relation to budget reports and inform management on a timely basis
* Managed banking accounts and balances effectively and efficiently

**2007-2009 ASSISTANT ACCOUNTANT**

*Farhan engineering and works ltd, Karachi Pakistan*

**Duties & Responsibilities**

* To assist in day-to-day running of the Accounts Office.
* Keep records of all transactions, and are usually responsible for the preparation of accounts payable, invoices and purchase orders, and petty cash and payroll calculation.
* Process cheques; maintain filing and invoice monitoring systems, and audit petty cash envelopes.
* To complete and maintain sales invoices and reports.
* Prepared and maintained accruals & prepayments.
* Reconciled bank statement.
* Prepared weekly wages, petty cash and other journal postings.
* Prepared annual budget and audit.
* Set up new suppliers on accounting software.
* Reports on debtors and creditors.

**2007 TRAINEE**

*Askari Bank Ltd, Karachi Pakistan.*

QUALIFICATIONS

**2013 ASSOCIATE CHARTERED CERTIFIED ACCOUNTANT-FINALIST**

*Association of chartered certified accountants-ACCA United Kingdom*

**2009 MASTER OF COMMERCE**

*University of Sindh Pakistan.*

**2007 BACHELOR OF COMMERCE**

 *University of Sindh Pakistan.*

**SKILLS & ABILITIES**

* Peachtree , Quick Book, Tally and SAP
* Financial and Management accounting.
* MS-Office system including spreadsheet software.
* Computerized financial accounting, Inventory system and Payroll systems
* Efficient operation of computer Software system
* Office Administration, Management and Secretarial duties.
* Self-starter and self-motivated.
* Good Interpersonal communication and Leadership skills.
* Ability to work independently as well as in group/team.
* Ability to learn and trained quickly.
* Excellent verbal and non-verbal communication.

LANGUAGES

 **English**- read, speak and write fluently.

**ARABIC-** read and write easily.

**URDU**- read, write and speak fluently.