(ACCA - Finalist)

**Amir**

**Email:** **amir.387922@2freemail.com**

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**CAREER OBJECTIVE:**

To fulfill a challenging position in an organization utilizing my abilities, knowledge and experience to ascend further my self towards a better future.

**WORK PROFILE/SKILLS:**

* Preparation of financial statements.
* Preparation and filing of VAT returns
* Reporting over statutory compliance.
* Deliverables on the basis of Agreed Upon Procedures

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Textile Technics (Private) Limited**

 **(Noon Group of Companies)**

**Tenure:**  July 2016 – December 2018

**Designation:** **Accounts Officer**

**Responsibilities:**

* Preparation of Financial Statements by performing data entry operations.
* Preparation of tax working and filing of tax returns of company.
* Bank Reconciliations, Daily Cash Report, Voucher Posting and preparation of Sales, Purchases, Management Expenses, Payables and Receivables Reports.
* Conducting annual audit of company by preparation of financial data for auditors.
* Maintenance of stock records including procurement, consumption and related matters.
* Preparation of staff salaries, recording of payables, receivables, sales and expenses.

**Organization:** **Tariq Abdul Ghani Maqbool & Co (Chartered Accountants)**

(A member firm of Geneva Group International)

**Tenure:**  January 2015 – June 2016

**Designation:** **Audit Associate** **(Audit and Assurance Department)**

**Responsibilities:**

* Worked as team member through planning, execution and completion stages of audit;
* Assessment of the financial statement in order to ensure their compliance with requirements of the local laws, regulations and International Financial Reporting Standard (IFRS);
* Review of accounting and internal control system of different organizations;
* Review the internal control system of different clients, highlight deficiencies and provide them with recommendations for improvement;

**PROFESSIONAL QUALIFICATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **Status** |
| ACCA (Finalist) | Association of Chartered Certified Accountants | Continue |
| Certified Accounting Technician (CAT) | Association of Chartered Certified Accountants | Qualified |

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| I.Com | Board of Intermediate and Secondary Education, Gujranwala | 2008 |
| Matriculation | Board of Intermediate and Secondary Education, Gujranwala  | 2006 |

**SOFTWARE AND ADDITIONAL SKILLS:**

* **MS Office** (All versions: MS Word, MS Power Point and MS Excel)
* **QuickBooks** (Proficient level)
* **ERP** (**Modules:** Inventory, GL, Payroll)
* **Tally ERP 9** (Proficient level)

**OTHER INFORMATION:**

**Date of Birth**: 02 October 1989

**Marital Status:** Single

**Languages**: English, Urdu/Hindi, Punjabi