|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Audit, Finance & Accounts* | | | ACCA (Finalist) & successful professional with more than 9 years of experience lending strategic corporate annual plans and directions and scam leadership, combined with my exceptional Auditing. Accounting and Analytical skills. | | | |
| **Personal Information** | | **Experience** | | | | |
|  | |  | | | | |
|  | | **2018-06** | **Assistant Finance Project Manger** | | | |
|  | | **Present** |  | | | |
|  | |  | * Providing and interpreting financial information * Analyzing change in cost and advising accordingly * Ensure accurate cash flow reporting takes place * Carry out cost management including forecasting * Producing accurate financial reports to specific deadlines * Managing budgets * Conducting reviews and evaluations for cost-reduction opportunity * Managing a company's financial accounting monitoring and reporting systems. | | | |
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|  | | **2017-07** | **Internal Auditor** | | |
|  | | **2018-05** |  | | |
|  | |  | * Objectively review bank internal control system. * Evaluate the efficiency of risk management procedures that are currently in place * Protect against fraud and theft of the bank assets * Ensure that the bank is complying with relevant laws and statutes * Make recommendations on how to improve internal controls and governance processes in bank. | | | |
| **Email** | |  |  | |  | |
| [faheem-394497@2freemail.com](mailto:faheem-394497@2freemail.com) | | **2014-06** | **Audit Trainee** | |
|  | | **2017-05** |  | |
| **Nationality** | |
| Pakistan | |  | * Execute audit assistant functions to check the accuracy of accounting systems and procedures * Review, assess and recommend changes in accounting systems and controls of a business unit. * Verify and inspect accounts receivable and payable ledger and general ledger for accuracy * Check inspect and reconcile bank deposits and payments * Inspect assets and valuation of asset. * Prepare documents and perform analytical procedures * Review, assess and recommend changes in accounting systems and controls of a business unit * Inspect, test and assess software and hardware systems for its failure * Prepare documents and perform analytical procedures | | | |
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| **Date of Birth** | |
| 1989-11-26 | |
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| **Skills** | |
| Leadership | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |
| Communication & Motivation | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |
| Project Management & Decision making | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |
| Planning & Strategic Thinking | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |
| Finance  Management | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |  |  |  | | |
| **2012-11** | **Admin Officer** |
|  |  | **2014-05** |  |
|  |  |  | Overseas and administers the day to day activates of the off  • Supervises the work of employees in supporting roles and monitoring employees performance  • Organizes and facilitates meeting, conference and other special events  • Responsible for keeping the records office expenses | | | |
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|  | **2010-07** | **Assistant Accounts and Admin officer** |
|  | **2012-10** |  |
|  |  | * Maintained the basic accounting of company transactions. * Monitored the company's expense * Performed basic tax related duties * Handled Staff Payroll * Responsible for keeping the records of budgets and expenses | |
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|  | **Education** | | |
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|  | **2019** | **ACCA (Finalist)** | |
|  |  | **ACCA Global Body, United Kingdom.** | |
|  |  |  | |
|  | **2018** | **BSc (Hons) in Applied Accounting** | |
|  |  | **Oxford Brookes University, United Kingdom**. | |
|  | **2017** | **Advance Diploma in Accounting & Business** | |
|  | **2011** | **ACCA Global Body, United Kingdom.**  **B.Com ( Bachelor of Commerce)** | |
|  |  | **Punjab University, Lahore Pakistan.** | |
|  |  |  | |
|  | **2007** | **I.Com ( Intermediate in Commerce)** | |
|  |  | **Federal board, Islamabad Pakistan**. | |
|  |  |  | |
|  | **2005** | **Matriculation (Science)** | |
|  |  | **BISE, Rawalpindi Pakistan** | |
|  |  |  | |
|  | **Reference** | | |
|  |  | **(**Will be provided on demand) | |