

# Sufyan Arif

## Accounting & Audit Professional



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March 29. 1992

### Why **Sufyan Arif**?

- A multi-skilled professional accountant (**ACCA**). Strong practical knowledge and experience of Management Accounting, Internal Auditing operations, year-end processes and Cash Flow management.
- Performance-oriented professional with a proven track record in enhancing service levels, improving workflow processes and managing profitable relationships with stakeholders. Ambitious and keen to learn, have strong problem-solving skills and operational expertise in fast paced corporate environment.
- Have sound knowledge of Financial Accounting & reporting, possesses understanding of ISA, IAS, IFRS. QuickBooks, ORACLE, Excel, handles various other financial tools and applications for effective execution of work.

### CORE STRENGTHS & ENABLING SKILLS

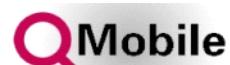
▪ Designing/Implementing Internal Controls	▪ Budget Management & Variance Analysis	▪ Oracle, QuickBooks & Ms. Excel
▪ Internal Auditing	▪ Financial Accounting	▪ Communication & Presentation Skills
▪ Cash Flow Management	▪ Cost Accounting	▪ Understanding IAS, ISA & IFRS

### PROFESSIONAL EXPERIENCE

#### **Q-Mobile, Lahore, Pakistan**

Working as “**Account Assistant**”, July 2014 – May 2015.

#### Responsibilities/Accomplishments:



- Assistant to Accounts manager in performing various financial analyses for budgeting, in preparing financial statement as per IAS/IFRS for the company, Cash Flow Position & Balance Sheet Adjustments Specifically Journal entries for the period; performed bank reconciliations; maintained financial records and periodically reported to Senior Management. Generating and recording invoices for customers. Prepared aging receivables on monthly basis.
- Performed financial planning and flexed budgeting, assisted team and department manager in monitoring and analysis of costs & variance occurring; Made monthly Payroll; Maintained cash registers and vouchers and book keeping of all cash documents; Ensured effective implementation of internal controls.
- Monthly Stock take reports, inventory Management, and variance analysis of different cost drivers.
- Correspondence with banks and major suppliers for clearance process of payments.



### **Wedding Delights W.L.L. (Riffa, Bahrain)**

Worked as “**Senior Accountant**”, August 2016 – May 2020

#### **Responsibilities/Accomplishments:**

- Designing internal control compliance procedures, ensuring accounting policies are correctly followed. Reviewing accuracy, completeness of records to ensure procedures for internal controls are effectively implemented.
- Preparing provisions for staff and business for the end of each quarter.
- Maintaining non-current assets registers, i.e. additions, depreciation, amortization, deletions for monthly financials.
- Lead in year end journals for annual statuary audits e.g. stock takes, cut off, annual closing adjustments to charts of accounts for external audits.
- Preparation and presentation of quarterly financial statements for management to assist with setting sales targets for upcoming period.
- Registration, introduction, implementation and submission and filing of quarterly VAT.
- Computing monthly Payroll, Budgeting/forecasting & evaluate variance analysis of different cost drivers.
- Performing reconciliation with banks and suppliers. Review of monthly inventory counts and any further damaged good to be adjusted to the books.
- Preparing the accounting and operational manuals to help develop an understanding of the internal control procedures for external auditors and senior management.
- Preparing and presenting financial statement on monthly basis for senior management for approval as well as custom reports based on the set KPIs.

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#### **PROFESSIONAL QUALIFICATION**

- **Association of Chartered Certified Accountant, United Kingdom**  
ACCA Qualified, (June.2017)
- **Oxford Brookes University, United Kingdom.**(2015)  
B.Sc. (Accounts), (UK)
- **Certified Accounting Technician (CAT) United Kingdom.** (2011)



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#### **PERSONAL INFORMATION**

- Name: Sufyan Arif
- Father's Name: Mohammad Arif
- Nationality: Pakistani
- Address: Flat 1, building 1083, road 1623, block 816, Isa Town.
- Reference: Will be furnished on Demand.
- Work visa: Immediately Available