



Sufyan Arif

Accounting & Audit Professional



sufyanarif81@gmail.com



+973 3680 8998



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

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|--|---|---------------------------------------|
| ▪ 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 statutory 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.

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)**



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