



MIAN SHAFIQ UR REHMAN

Accounts & Finance Specialist

Financial Accountant & Auditor having **7+years of experience** in the field of Financial management reporting, Financial Accounting, Auditing and cash flow

CONTACT

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I am pleased to furnish my CV with this application for the relevant post mentioned in the advertisement. I know that your organization has a policy to hire the best professionals and train them to provide the highest level of service to your clients and end users.

I am an **ACCA** (Association of Chartered Certified Accountants) and have done **BSc (Hons) from Oxford Brookes University**. As part of requirements for the above qualification, I have 7+ Years of experience in the fields of Financial management reporting, Financial Accounting, Auditing and cash flow.

I have gained experience in the field of audit, assurance, advisory and business services from a leading firm of Chartered Accountants, **Rafaqat Babar & Co. Chartered Accountants**, (Pakistan).

On completion of training as an Audit Associate, I got an opportunity to work as an Assistant Accounts Officer for a **Government project** named Computerization of registration deeds run by Directorate of Information & Technology (DOIT) Pakistan.

On accomplishment of the above mentioned project, I started working as an Accountant in one of FMCG organizations, "National Foods (PVT) Limited".

To enhance my expertise and cope with international market and business, I started working as senior accountant in **ASAS Management & Consultants**, a Bahrain based accounting & auditing firm who outsource accounting and auditing services to its clients.

Currently I am working as an accountant in leading group of companies **Suha Investments W.L.L.**, which has an associate like Aref Sadeq Design consultants, Gulf integrated vertical solution, Axis Arepro, Indeco W.L.L, Utility electrical & electronics.

I am in quest of a job in an organization, which offers me a challenging career and provides a swift track to grow. Therefore, I offer my intention for above mentioned position in your prestigious organization.

My resume is available herewith for your consideration and record. Thank you for your time and consideration. I look forward to receiving your courteous reply.

Sincerely,
Mian Shafiq Ur Rehman

RESUME

Career Objective

To become a member of Association of Chartered Certified Accountants (ACCA) and work in a reputable position in Finance, Audit & Accounting divisions of an organization where I can be an asset by means of my knowledge and experience.

Personal Summary

A financial accountant and auditor, who has 7+ years of experience in the field of Financial management reporting, Financial Accounting, Auditing and cash flow, who have the ability and willingness to take on financial leadership and is certain to be a key member of any financial team. Ambitious by nature and keen to get to the top of the profession. One of the greatest strengths is ability to prioritize workloads to meet challenging deadlines. On a personal level, builds relationships in a multi-cultural environment across various offices. Willing to join a company who is keen to add an intelligent and enthusiastic individual to their finance, accounts and audit department.

Academic Qualification

BSc (Hons) in Applied Accounting (Oxford Brookes University) UK-2015

- Corporate & Business Law
- Performance management
- Risk Governance & Ethics
- Corporate Reporting
- Financial Reporting & Management
- Advance Performance Management
- Taxation(Individual & Corporate)
- Advance Audit & Assurance
- Business analysis

ACCA (Association of Chartered Certified Accountants) UK -2016

- Corporate & Business Law
- Performance management
- Risk Governance & Ethics
- Corporate Reporting
- Financial Reporting & Management
- Advance Performance Management
- Taxation(Individual & Corporate)
- Advance Audit & Assurance
- Business analysis

Advanced diploma in Accounting & Business UK-2013

- Managing business
- People Financial accounting
- Management accounting
- Corporate Governance
- Ethics & Professionalism

CAT (Certified Accounting Technician) UK-2009

- Taxation
- Financial Accounting
- Management Accounting

HSSC (F.Sc) (Qurtaba College Peshawar)-2007

Professional Experience

ACCOUNTANT

SUHA INVESTMENTS W.L.L

November 2017 till date

- Responsible for the full range of financial reporting.
- Preparing monthly P&L and Balance Sheet reporting including commentary on all material variances, maintaining balance sheet sub-ledgers and performing any monthly reconciliation.
- Preparing ageing statement for Accounts Receivables meeting.
- Preparing bank, customer & intercompany reconciliation statements.
- Preparing monthly payroll (System and Manual)
- On operational level, preparing invoice.
- Prepare Accounts Receivables statements (System and Manual) and payment follow up.
- Perform yearly Audit for group of companies .

SENIOR ACCOUNTANT

ASAS Management & Consultants Bahrain.

November 2016 to November 2017

Work as an outsourced accountant for preparation of final accounts for clients for Annual Audit.

ACCOUNTS OFFICER

National Foods (Pvt) Limited

November 2014 to October 2016

- Responsible for the full range of financial reporting carried out within all the various departments within the company
- Dealing with any queries from the auditors
- Preparing monthly P&L and Balance Sheet and performing any monthly reconciliation.

Assistant Accounts Officer

Directorate of Information Technology "Government of Khyber Pakhtunkhwa Pak"

October 2012 to November 2014

- Reconciling IT Directorate accounts with Accountant General Office & Finance Department of KPK.
- Maintaining & generating expenses report each month.
- Reviewing the allocated budget as per PC-1 for each project for variance analysis & reporting variances to higher authorities
- Maintaining all relevant files for record an audit purpose.

External Auditor & Practitioner
RAFAQAT BABAR & CO (RBCO) CHARTERED ACCOUNTANTS
August 2011 to September 2012

- Carried out audit in compliance with the International Financial Reporting Standards, International Accounting Standards and Inter-national Standards on Auditing.
- Ensured completeness, accuracy and proper referencing of working papers in AS/2 and EMS.

History of Engagements

1. Annual Audit of 2 Manufacturing Companies as a Job in Charge

Key Responsibilities

Assisting Seniors, Verifying Revenue, Preparing Deliverables and taking overall responsibility of the Audit.

2. Annual Audit of 2 Non-Profit Organizations as a Job in Charge.

Key Responsibilities

Assisting Seniors, Verifying Income, Preparing Financials, and Verifying Donations, Working on Capital work in progress, taking responsibility of the overall audit.

3. Annual Audit of 4 Service provider Organizations as a Job in Charge.

Key Responsibilities

Assisting Seniors, , Verifying Revenue and Physical Evidence of Service being provided, Preparing Deliverables and taking overall Responsibility of the Audit

Areas of Expertise

- Debt management
- Credit control
- Final Accounts preparation
- Financial & Management Accounting

Computer Skills

- MS-office
- Peach Tree
- Tally
- Quick Books
- Focus

Languages Known

- English– Read, Speak, Write
- Urdu -Read, Speak, Write
- Pashto -Read, Speak, Write
- Hindi -Read, Speak, Write