

Muhammad Asif

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Career Objective

Proficient in various accounting and auditing areas, coupled with strong analytical and problem-solving skills, proactive and detail-oriented professional with a keen ability to analyze financial data, CA Finalist with more than 04 year of experience in bookkeeping, forensic audit, internal audit, and agreed-upon procedures assignments. Accustomed to managing multiple projects and clients simultaneously and adapting to evolving trends. Having strong communication skills and the ability to work well in a team alongside individuals of diversified backgrounds, examine and understand business needs, and deliver comprehensive work with stringent deadlines make me an effective collaborator and contributor to achieving organizational goals.

I seek to build a career in an organization where I can augment my knowledge, skills, and experience and contribute to the value-creation process of the organization.

Core Competencies

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| <ul style="list-style-type: none">• Financial Reporting; Preparation and Review of Financial Statements• Forensic Audits and Assignments regarding Agreed Upon Procedures• Evaluation of Internal Controls and Gap Analysis• Bookkeeping and Tax Compliance• Compilation of Fixed Asset Register | <ul style="list-style-type: none">• International Standards on Auditing (ISAs)• International Financial Reporting Standards (IFRSs/IASs)• Understanding of Corporate and Tax Laws• Microsoft Office: Excel, Word, PowerPoint, Outlook• Computer Literacy and Systems Adaptability | <ul style="list-style-type: none">• Attention to Detail and Expeditious• Leadership Skills and Staff Training• Budgeting, Resource Allocation and Planning of Field Work• Team Management and Effective Delegation• Effective Communication and Relationship Building |
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Professional Experience

Aamir Salman Rizwan Chartered Accountants

Assistant Manager - Advisory and Bookkeeping (March 2023 - Present)

Leading the Advisory and bookkeeping function in liaison with Partner Advisory and primarily responsible for:

- Direction and supervision of the activities of department's staff;
- Administration of the department's time management, prioritization of tasks and trainees' appraisal;
- Day to day management of clients;
- Training of advisory team;
- Preparation of invoices and monitoring of recovery procedures;
- Managing the process of understanding, preparation and implementation appropriate Standard Operating Procedures (SOPs) and manuals of various entities;
- Ensuring the compliance of financial and non-financial transactions with the reporting framework of various clients; and
- Ensuring the compliance with all applicable legal, tax and corporate matters of various clients.

Trainee - Advisory and Bookkeeping (March 2019 - February 2023)

Throughout this period, I worked in various roles ranging from entry-level assistant to senior-level assignment in-charge and acquired the knowledge and expertise in areas of:

Bookkeeping:

Proficient in maintaining accurate financial records and transactions using QuickBooks and other accounting softwares, ensuring adherence to International Financial Reporting Standards (IFRS). Skillfully track expenses, reconcile accounts, and prepare financial statements, optimizing organizational transparency and regulatory compliances.

Internal audit:

Ensured compliance with standard operating procedures, tax, corporate, legal requirements, and applicable accounting standards using checklists and verifying supporting documents. Assessed the internal control effectiveness, identified areas of non-compliance, and assisted in recommendation of corrective measures. (02 Experiences)

Agreed-upon procedures:

Examined financial and non-financial information by preparing checklists, conducting interviews, performing walkthroughs, and reviewing supporting documents to determine the patterns and identify irregularities based on the agreed scope and criteria. Assisted in preparation of detailed reports outlining findings and recommendations. (03 experiences of forensic audits)

Fixed asset register:

Verified the information in fixed asset register (asset's acquisition date, cost, depreciation, and location) by analyzing the supporting documents, including physical assets counting, tagging, reconciling, and record maintenance as per policies. (02 Experiences)

Handling large-scale datasets:

Experienced in managing and analyzing large datasets using MS Excel. Skilled in functions such as PivotTables, Vlookup, Xlookup, Sumifs, countifs, dashboards, Data Validation, creating macros and automating tasks for efficient data processing. Able to efficiently organize, manipulate and visualize data to generate valuable insights and present them in a clear and concise manner.

Clientele Portfolio

Following are the most significant clients and related engagements of different sectors that have contributed to my professional growth:

Construction/Real Estate

- Super Asia City
- Usman and Co. (Private) Limited

Manufacturing

- J&J Polymer Industries (Private) Ltd.
- Orbit Industries
- Jotun Pakistan (Private) Limited

Food

- Kentucky Fried Chicken (KFC)
- Amir Hotel

NGO'S / NPO's

- Kaarvan Crafts Foundation
- Punjab Educational Endowment Fund (PEEF)

Services

- Passport Legacy (Private) Limited
- Abstron (Private) Limited
- DevTrio Consultants

E- Commerce

- Dari Mooch
- First Smile
- Jooti Shooti

Energy

- Lub Gas (Private) Limited
- Mehran Gas (Pvt) Limited

Education

- Musab School System
- Crescent Educational Trust

Professional Qualification and Academic Education

Pakistan Institute of Public Finance Accountants (PIPFA)

Qualified (2023)

Institute of Chartered Accountants of Pakistan (ICAP)

Chartered Accountancy (September 2014 - Present)

CFAP (02 Papers Passed)

CAF (Passed)

AFC (Passed)

University of Sargodha (BISE Sargodha)

Bachelor (Commerce) (2014)

Intermediate (2012)

Matriculation (2010)

Certification

Presentation and Communication Skills Course (PCSC)-1

100-hours focusing on presentation techniques and group discussions.

Professional Value, Ethics and Attitude Course (PVEA)

Commitment to technical competence and professional skills, ethical behavior, professional manner, pursuit of excellence and social responsibility.

Digipakistan Certifications

02 Months online trainings by expert trainers with regular assignments and hands on experience of relevant softwares:

- Quickbooks Online & Desktop
- Microsoft Office 365

References

Additional information and references will be furnished upon request.