

# Muhammad Zohaib

Email: [Zohaibz178@gmail.com](mailto:Zohaibz178@gmail.com) | Mobile: +92-345-4040178 | Address: Lahore, Pakistan

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

### Aamir Salman Rizwan Chartered Accountants (September 2019 to March 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:

#### 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. (04 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. (05 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)

#### Gap analysis:

Evaluated the processes by conducting interviews and system walkthroughs, documenting in MS Word, flowcharting in Draw.io, developing a risk and control matrix (RACM), and reporting the gaps with desired objectives and recommendations. (02 Experiences)

#### Business process re-engineering (BPR):

Assessed the processes to be re-engineered based on the scope and objectives by documenting the current processes in MS Word and Draw.io, examined areas for improvement, refined the processes in perspective of best practices, implemented the refined processes, continuously monitored and improved them. (01 Experience)

#### 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:

### NGO's / NPO's

- Kaarvan Crafts Foundation (KCF)
- Punjab Educational Endowment Fund (PEEF)
- Peace & Education Foundation (PEF) (European Commission)
- Society for Community Strengthening and Promotion of Education, Balochistan (SCSPEB)

### Food

- Kentucky Fried Chicken (KFC)

### E- Commerce

- Dari Mooch
- Jooti Shooti

### Construction/Real Estate

- Al-Jalil Developers
- Super Asia City

### Salon & Beauty

- Toni & Guy
- Depilex Beauty Clinic & Institute

### Energy

- Lub Gas (Private) Limited

### Manufacturing

- Kansai Paints (Pvt) Limited
- JNJ Polymer Industries Private Limited

### Education

- Crescent Educational Trust

## Professional Qualification and Academic Education

### Institute of Chartered Accountants of Pakistan (ICAP)

**Chartered Accountancy** (September 2015 - Present)

CFAP (04 Papers Passed)

CAF (Passed)

AFC (Passed)

Writing Skills Test (Passed)

### Muslim Public Higher Secondary School, Multan (Bise Multan)

**Intermediate** (Pre-medical) (2015)

**Matriculation** (2012)

## 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.

### JP Morgan Chase & Co. Excel Skills Virtual Experience on Forage - 2023

Used the hypothetical dataset in Excel with experience in keyboard shortcuts, conditional formatting, VBA macros, data visualization, and data-driven storytelling.

### Deloitte e-learning course

IFRS 16 Leases Basic

## References

Additional information and references will be furnished upon request.