

SHAHZADI AFTAB
Professional Resume

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OBJECTIVE

A highly numerate and reliable fresh graduate with a strong academic record, conscientious and detail oriented, want to work hard and make the organization work better. To apply my diversified skills which I got through my studies & experience with professional working environment and opportunities to gain handsome professional growth.

Professional Career Summary:

Professional Certification : CA (Finalist)

Education : B.Sc (Computer Science, Economics, Statistics)

Work Experience : Duration Organization & Designation

May 20 – Jan 22

Roomi Fabrics Ltd as Accounts Executive.

Sep 19 – May 20

City College. (Part of Mahmood Group) as Assistant Manager Accounts

June 16 – May 18

KPMG Taseer Hadi and Company (**Big 4**) as Senior Audit Associate

Nov 14 – June 16

Ghazi and Company Chartered Accountant as Audit Associate

Organization

: Roomi Fabrics Limited

Reporting to

: Group Senior Manager and Chief Financial Officer

Responsibility

: Overall Management of Accounts and Finance Department

Brief Job Description

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- Bank Reconciliation of all Banks
- Monthly Closing of trial Balance
- Working with each direct report to establish goals and objectives for each year.
- Coordinate with the internal and external auditors for the finalization of the Audit
- Managing Stock Market Portfolio with implementation of effective trading strategies and execution day-to-day trading operations.
- Supervising record-keeping for regular trading activities in the company.
- Daily planning and updation of pledge and upledge stocks maintained against running finance facilities with different banks.
- Monitoring and analyzing different reports of Ready and MTS stock.
- Preparing of weekly, monthly, and annual stock valuation report and CDC reconciliation to assess accuracy and profitability.
- Preparing of monthly, quarterly, half year, annual accounts and reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

- Reviewing financial records and income statements to determine forms as well as complete tax returns. Appraise income tax returns for accrual purposes and tax practices in the preparation of an impending tax audit.
- Competently monitor bank transactions, quarterly markup workings and paperwork for monthly bank and intercompany reconciliation to resolve relevant issues.
- Demonstrate keen attention to details to conduct annual audit, pre-audit assignments, workings, providing details to auditors and post audit discussion.

Organization

: City College of Science and Commerce (Part of Mahmood Group)

Reporting to

: Group Senior Manager and Chief Financial Officer

Responsibility

: Overall Management of Accounts and Finance Department

Brief Job Description

:

- Special reporting as per Senior Manager and CFO queries
- Special reporting as per Director queries
- Presenting the operating results to Senior Management
- Ensuring an accurate and timely monthly, quarterly and year end close.
- Preparation of bank reconciliations
- Conducting cash count of different campus of the college
- Preparation of monthly budget
- Recommend new system in the software and implement the developments and trained the staff.
- Maintaining Fixed asset register
- Managing day to day transactions
- Coordinate with the internal and external auditors for the finalization of the audit
- Issue tax deduction certificate of the employees on salary if demanded
- Ensuring SOP's Compliance and report to higher authorities
- Obtaining and maintaining a thorough understanding of the financial reporting and general ledger structure.
- Ensuring the timely reporting of all monthly financial information.
- Ensuring the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supporting budget and forecasting activities.
- Coordinate with the internal and external auditors for the finalization of the audit
- Monitoring and analyzing department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advising staff regarding the handling of non-routine reporting transactions.
- Supervising the general ledger to ensure all financial reporting deadlines are met.
- Assisting in development and implementation of new procedures and features to enhance the workflow of the department.
- Providing training to new and existing staff as needed.
- Working with each direct report to establish goals and objectives for each year.
- Supporting Controller with special projects and workflow process improvements.

Organization : KPMG Taseer Hadi and Company
Organization Type : Financial Services
Area(s) of Experience : Financial Audit Assurance
Responsibility : Financial Assurance, Law Compliance, Compliance of International
Financial Reporting Standard Portfolio of Major Clients:

- Pepsi Cola International Private Limited – Food and Beverages
- Maple Leaf Cement Factory Limited – Manufacturing Concern
- Adamjee Insurance Company Limited – Insurance Sector
- Alfalah Insurance Company Limited – Insurance Sector
- Kashf Foundation – NGO
- Pakistan Children Heart Foundation – NGO

Span of Control : External Audit

Brief Job Description:

- Engagement Management
- Client relationship management
- Internal Controls Assessment to identify weaknesses in the design, implementation and operating effectiveness of the various controls and to suggest remedial actions to overcome the deficiencies.
- Review, preparation and compilation of the financial statements in accordance with the reporting frameworks comprising of IFRS and applicable local laws
- Ensuring adequacy of reporting systems
- Compliance with management policies and statutory requirements
- Reviewing Financial statements to ensure compliance with local laws and International Financial Reporting Standards
- Review of Compliance with the applicable local laws and industry specific regulations which mainly includes Companies Ordinance 1984, Income Tax ordinance 2001, Code of Corporate Governance and Sales Tax Act 1990.
- Reporting to Manager, Senior Manager and Engagement partner depending upon the nature of the assignment
- Co-ordination with professionals in various fields like legal, actuarial, system process assurance and IT experts
- Decision-making for resolution of critical reportable matters
- Provided guidance and supervision to the work performed by the junior members of the team
- Conducted Inventory physical exercise involving the use of expert
- Carried out an engagement involving agreed upon procedures
- Assisted and recommended the client of the KPMG Pakistan regarding significant accounting and reporting issues including recognition, measurement and de-recognition of financial assets and liabilities
- Interpretation of the financial statements, determining the adequacy and reasonableness of the assumptions used in the preparation of the forecasts provided by the audit clients to obtain evidence about the going concern assumption and carried out testing of future cash flow projection and their stress testing Completed various online certifications relating to IFRS, ISA's and Code of ethics

Organization : Ghazi and Company Chartered Accountant
Organization Type : Financial Services
Area(s) of Experience : Financial Audit Assurance
Responsibility : Financial Assurance, Law Compliance, Compliance of International Financial Reporting Standard
Portfolio of Major Clients:

- Khawaja Tanneries Private Limited – Manufacturing Concern
- Shabbir Edible Oil and Feed Mills – Manufacturing Concern
- Shabbir Chicks Private Limited – Manufacturing Concern
- Shabbir Cotton Industries Private Limited – Textile Sector

Span of Control : External Audit

Brief Job Description:

- Conducted Inventory physical exercise involving the use of expert
- Internal Controls Assessment to identify weaknesses in the design, implementation and operating effectiveness of the various controls and to suggest remedial actions to overcome the deficiencies.
- Review, preparation and compilation of the financial statements in accordance with the reporting frameworks comprising of IFRS and applicable local laws
- Assisting the job in charge and Reporting to Manager depending upon the nature of the assignment
- Preparing tax provision schedule
- Verification and filing of income tax returns
- Ensuring compliance with related tax laws and regulations
- Verification of tax payments
- Filing of withholding tax statements.
- Working over deferred tax calculations and effective tax rate

SKILLS & COMPETENCIES

While working in the professional life, I successfully gained many skills and competencies. Few of them are as follows:

- In depth knowledge of International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISAs)
- In depth knowledge to operate VB, Shares Management, Oracle and SAP ERP systems
- In depth knowledge of Corporate and Taxation Laws
- Trained on auditing software of KPMG (E- Audit)
- Proficient and well-versed with MS Office applications
- Keen ability to organize, prioritize and handle multiple tasks in the same time
- Good Knowledge in system development
- Good knowledge of administrative processes and health & safety issues at work
- Good analytical skills and ability to understand the problem and present a report to the higher management for decision making
- Ability to lead the team from the front in order to get the desired results
- Skilled in handling problematic situations and tactfully dealing when conflicts occur among the employees in the department
- Passionate to leave a trail of excellence through hard work and leadership
- Strong Communication & Presentation Skills

PROFESSIONAL COURSES

- Presentation, communication skills courses – Professional Level
- MS Office Training and Courses – Professional Level

ACTIVITIES

- Continuous professional learning, experiencing new things and Social Networking – personal & professional.

OTHER DETAILS

Nationality: Pakistani
Languages: English (Proficient)
Urdu (National)
Punjabi (Native)

REFERENCE

Available on request