

## Raheel Ahmed Butt (ACA)

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raheelahmedbutt@yahoo.com



Dear Sir / Madam,

This letter is to introduce myself as a potential candidate for an available position in your organization. Being a Qualified Chartered Accountant, my professional work experience coupled with a record of good performance and professional studies has enabled me to present myself as a potential candidate for a suitable position in your organization that can fulfill my need for continuous professional development and provide an opportunity for career growth accompanied by the growth of business that I am associated with.

I have experience of working in multi-cultural environment such as in Pakistan, UAE, Oman and Afghanistan which proves my determination and demonstrates my unyielding commitment to work hard for the accomplishment of my firm/ team's goals. Being a Qualified Chartered Accountant, I possess the requisite knowledge and skills to become a vital member of the core Finance / audit / advisory functions of your organization.

My **key responsibilities** include:

- Risk and Control assessment of existing processes and activities to identify controls and process related gaps and weaknesses.
- Identification of process improvement opportunities and recommend industry practices where applicable.
- Documenting As – Is procedures and developing To-Be procedures for the in-scope activities based on the agreed recommendations.
- Ensuring adequacy and effectiveness of internal controls and policies and procedures of various processes.
- Proficiently performing and excelling under demanding work conditions, well versed in basic accounts to finalization of accounts.
- Consultancy and training of other staff.

This exposure has provided me with an inside view of the key business processes within an organization, risk management procedures, accounting and internal control systems, corporate governance structures and regulatory as well as accounting frameworks of an array of commercial entities. Further, it has enriched me professionally and equipped me with the traits needed to deal with a variety of real-life business situations in an innovative, creative, effective and efficient manner.

I am currently engaged as Manager Risk Advisory with EY Ford Rhodes and I am currently seeking job prospects in core finance, accounts, audit and assurance functions to further my career goals. I would welcome the opportunity to discuss further how I can best meet the needs and expectations of your organization.

Kind regards,

Raheel Ahmed Butt.

Encls: Resume

Raheel Ahmed Butt (ACA)	Residence	F 263 Kings Cottages Gulistan e jouhar, Karachi Pakistan	
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## OBJECTIVE

To become part of a dynamic organization that provides opportunities to learn, excel and grow while consistently contributing towards organizational success and growth of business. To understand new businesses and work with extremely hardworking, innovative, creative and understanding people in a professional and conducive atmosphere.

## PROFESSIONAL EDUCATION

Particulars	Institute
<b>Qualified Chartered Accountant- June 2018 Attempt</b>	Institute of Chartered Accountants of Pakistan (ICAP-a member body of IFAC)

## ACADEMIC EDUCATION

Particulars	School / College / University
Bachelor's in Commerce (B-Com)	University of Karachi – Pakistan
Higher Secondary Certificate ( <i>GCE A-levels equivalent</i> )	D.J Sindh Govt. Science College Karachi
Secondary School Certificate ( <i>GCE O-levels equivalent</i> )	CMA (Board of Secondary Education, Karachi)

## PROFESSIONAL EXPERIENCE- SUMMARY OCTOBER 2008 – TO DATE

	Experience Level	Period
<b>EY Ford Rhodes</b>	<b>Manager - Risk Advisory(Business Consultancy)</b>	<b>December 2019 to Date</b>
Kings Builders and Developers	Manager Finance and Risk Advisory	May 2018 to November 2019
EY Ford Rhodes	Assistant Manager	September 2017 to April 2018
EY Ford Rhodes	Supervisor (Advisory)	June 2012 to August 2017
EY Ford Rhodes	Auditor (Assurance)	October 2008 to May 2012

## PROFESSIONAL EXPERIENCE- EY FORD RHODES (BUSINESS CONSULTANCY)

### **My core responsibilities include**

- Communicating and liaising with senior management over engagement protocols and setting communication protocols, audit requirements, finalization of deadlines, deliverables, reporting formats and requirements
- Holding kick-off meeting with process owners.
- Review documents prepared by team members after conducting a comprehensive risk & control evaluation assessment including identification of control gaps (weaknesses in design) against better industry practices.
- Developing remediation plans which highlighted opportunities for process simplification, standardization, automation and elimination of process redundancies.
- Submitting internal audit / gap assessment report to senior management.
- Finalize As-Is and To-Be procedures for presenting them to senior management.
- Preparing presentations to Board of Directors and Audit Committees.
- Facilitating Independent and Cross-Section Partner Reviews.
- To train Staff Members.

### **For various clients I have performed Risk and Control Assessments including development of To-Be-Procedures of various processes such as;**

- Procurement to Payment
- Production, Inventory Management
- Sales, receivables and distribution management
- HR and Payroll Management
- Capital Expenditure
- Financial Statement closing process and Treasury
- Entity Level Controls
- Marketing

### **My Key clients include**

- Afghanistan International Bank
- Samba Bank
- Unity Foods Limited
- Tripack Films Limited
- Lotte Chemicals
- Bahria Foundation
- MTN Afghanistan
- Khaadi SMC (Pvt) Limited
- Lucky Textiles (Private) Limited

- Lucky One Mall
- Bonanza Satrangi
- United Towel Exporters
- Gadoon Textile
- Indus Dying
- UNDP
- USAID
- World Bank

## EY FORD RHODES – ASSURANCE DEPARTMENT

I had been leading engagement teams, comprising of 2 to 6 team members, through the planning and execution stages of various audit engagements of big multinational companies and strategic government.

Following were my core responsibilities;

- Internal control assessment.
- Preparation of planning and finalization audit documents for review by the Engagement Partner.
- Supervision and review of work of audit staff members.
- To communicate and liaise with audit clients over audit requirements, audit finalization deadlines, service charter, audit deliverables, financial statements and relevant disclosure requirements, Internal Audit functioning, Management reports and requirements.
- To prepare presentations to Board of Directors and Audit Committees.
- To facilitate Independent and Cross-Section Partner Reviews.
- To assist Engagement Partner and Audit Manager in Board Meetings and Audit Committee Meetings.
- To assist Engagement Partner in the finalization of audit reports.
- To help in finalization of foreign reporting of multi-national clients.
- To train Engagement Auditors and Junior Staff Members,
- To facilitate the Annual Quality Review and Quality Control Review of EY foreign offices and The Institute of Chartered Accountants of Pakistan.

### ***My Key clients include***

- Pakistan International Airlines
- Siemens Engineering Limited
- Syngenta Pakistan Limited
- DyStar Pakistan (Private) Limited
- Envicrete Limited
- Pakistan Gum & Chemicals Limited
- Orthopedic & Medical Institute
- Artistic Milliners (Private) Limited
- Artistic Garments
- Artistic Fabric Mills
- Artistic Denim Mills Limited

## AT KINGS REAL ESTATE

Responsibilities included the following.

- Risk and Control assessment of existing processes and activities to identify controls and process related gaps and weaknesses.
- Identification of process improvement opportunities and recommend industry practices where applicable.
- Developing To-Be procedures for the in-scope activities based on the agreed recommendations.
- Reconciliation of old bank accounts, ensuring, reconciliation of receipts and payments to ensure the accounting system reflects the correct transactions.
- Supervising daily financial transactions such as verifying, calculating and posting accounts receivable data
- Supervising the month end process and preparing month end reports
- Forecasting monthly, quarterly and annual results
- Perform risk assessment of various functions
- Investing excess funds
- Supervise a team of Accountants
- Allocate resources and manage cash flows
- Balance sheet and profit and loss analyses
- Ensure all accounting activities and internal audits comply with financial regulations
- Consult board members about funding options
- Recommend cost-reducing solutions

## WORKING EXPERIENCE OF ACCOUNTING SYSTEMS AND ERPs:

I have working experience knowledge of the following accounting system and ERPs:

- SAP.
- Oracle Financial System.
- Quick Book.
- Peachtree.
- Sidat Hyder Financials.

## SEMINARS & TRAININGS ATTENDED:

- Seminars on various IFRSs, arranged by EY Ford Rhodes.
- Effective Counselling Sessions
- Let's talk digital
- SAP (Financial Accounting & Management Accounting)
- Microsoft Power BI - Up & Running With Power BI Desktop
- Microsoft Excel - Data Visualization, Excel Charts & Graphs
- The Science of Leadership
- Anti-Bribery and You!
- Handling Information Safely

PERSONAL INFORMATION	
Marital Status	Married
Date of Birth	15-May-1985
Nationality	Pakistani
Languages	<ul style="list-style-type: none"><li>▪ English</li><li>▪ Urdu</li></ul>
Extracurricular activities	<ul style="list-style-type: none"><li>▪ Reading books, novels, magazines, journals, articles etc.</li><li>▪ Watching movies and listening music.</li><li>▪ Playing games.</li></ul>