

# Muhammad Usama

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## PROFESSIONAL SUMMARY

Target-oriented and goal-focused Professional with a substantial background in accounting, finance services, and auditing. To obtain a challenging but rewarding position in a well reputed global and dynamic organization, with the aim to contribute towards the organizational success by enhancing competency standards, to perform consistently and meet the organization's expectations while constantly availing opportunity to learn, excel and grow.

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## PROFESSIONAL EXPERIENCE

### Younite Private Limited

Dec 2022 - Present

#### Assistant Manager Finance

##### Key Responsibilities

- Prepare and analyze financial reports, including balance sheets, income statements, and cash flow statements, to provide accurate and timely financial information to management.
- Manage accounts payable and receivable functions, including receiving and processing purchase invoices, raising sales invoices, and reconciling supplier statements.
- Conduct bank, credit, and debit card reconciliations and maintain Fixed Asset Registers to ensure accurate financial reporting.
- Post journals to maintain an up-to-date general ledger through QuickBooks, & prepare month-end accruals and prepayments schedules.

### IECnet S.K.S.S.S Chartered Accountants

APL 2021 - Sept 2022

#### Senior Audit Associate

##### Key Responsibilities

- Plan and execute audit engagements in accordance with ISAs and guidelines, including risk assessment, audit planning, fieldwork, and reporting.
- Conduct audit testing procedures to evaluate the effectiveness of internal controls and ensure compliance with accounting standards and regulations.
- Identify and communicate audit findings and recommendations to management, including proposing solutions to improve internal controls and financial reporting processes.
- Client collaboration, Internal team engagement, Business process understanding.

### HAK3 Software's

SEP 2019 - JAN 2021

#### Financial Analyst Executive

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## EDUCATION

### Institute of Chartered Accountants of Pakistan - CA Finalist

- Certificate in Accounting and Finance (CAF)
- Assessment in Fundamental Competencies (AFC)
- Presentation and Communication Skills Certificate (PCSC)

### Association of Chartered Certified Accountants - ACCA Finalist

- ACCA Strategic Level to be taken.

### University of the Punjab

- Bachelors of the Commerce

## CERTIFICATIONS

### PwC - SWZ

- Audit Virtual Case Experience

### National Bank of Pakistan

- Financial Literacy Certificate

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## KEY COMPETENCIES

Statutory Audit  
Control testing  
Financial analysis  
MS Office

Financial reporting  
Budgeting  
Business Valuation  
Quickbooks

Team work  
Communication  
Professional skepticism  
Tech Savvy

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