

Muhammad Afzal Ghani Ahmed

Contact : +92 302 2324790

afzalghani@yahoo.com

Dear Sir / Madam

This letter is to introduce myself as a potential candidate in your organisation.

My recent experience is working as an Assistant Manager Finance Global E Comma Services (Pvt.) Limited, since February 2013 till now, here my major tasks are management reporting, statutory reporting, and corporate tax matters.

Previously I worked at **Deloitte**. (M Yousef Adil Saleem & Co., Chartered Accountants) in capacity of Audit Senior. Having been associated with Deloitte for 5 years and three month, where I involved in varied nature statutory audits / reviews and other assignments of varied clients. This exposure to a wide spectrum of clients with a rich variety of work experience has provided me with an in-depth view of the accounting and internal control systems, regulatory and accounting frameworks for a range of industries.

My diversified work experience coupled with professional and academic studies (as detailed in my resume) has enabled me to present myself as a potential candidate for a suitable position in an organization that can fulfill my need for incessant professional development and provide an opportunity for career growth.

I am looking for a career growth that is commensurate with my skills and qualification and that can provide me with a competitive working environment coupled with the opportunity for career growth at the organization.

The attached Resume further explains my skills and experience.

Regards

Muhammad Afzal Ghani Ahmed

Encl: Resume

Muhammad Afzal Ghani Ahmed

Address A-239 Block 5
Gulshan e Iqbal Karachi

Contact No. Cell: 0302-2324790

Email afzalghani@yahoo.com



OBJECTIVE

To pursue a Position leading in a competitive and challenging environment for professional and personal development in the field of audit and finance in a progressive organization which values its Human Resource and rewards performance.

PROFESSIONAL AND ACADEMIC EDUCATION

<i>Particulars</i>	<i>Institute</i>	<i>Achievements / Highlights</i>	<i>Year</i>
Professional Qualification			
CA	The Institute of Chartered Accountants of Pakistan (ICAP)	CA Intermediate in September 2008 Module E papers attempted Article ship completed from Deloitte.	
ACCA	Association of Chartered Certified Accountants	Cleared up to Skill level. 4 papers left to qualify	
Certified Internal Control Auditor	Institute of Internal Controls	Certificate obtain in February 2013	
Academic Qualification			
Masters in Economics (MA Economics)	University of Karachi	Secured Second Division.	2011
Bachelors of Commerce (B.Com)	University of Karachi	Secured First Division	2007
Higher Secondary Certificate	Board of Intermediate Education Karachi (Adamjee Government Science College)	Secured A Grade	2003
Secondary School Certificate	Board of Secondary Education Karachi (Federal Secondary School)	Secured A-One Grade	2001

PROFESSIONAL EXPERIENCE

Global E-Comm Services (Pvt.) Ltd.

Feb. 2013 – Till now

Presently working in the capacity of a Assistant Manager Finance having key responsibilities of:

- Preparation of periodical budgets.
- Preparation and maintaining of final Accounts for following group companies
 - Global E Comm. Services (Pvt) Ltd. (Software Distributor)
 - Binary Vibes (Pvt.) Ltd. (Software House)
 - Crea8ive Bench (Pvt.) Ltd. (Digital Marketing Company)
 - Universal Training & Development (Pvt.) Limited (Training institute)
- Management reporting of above companies
 - Company wise Monthly reporting Act. Vs. Budgeted with Analyses
 - Company wise Monthly Funds Flow
 - Preparation of annual budget of group companies
 - Preparation of costing & projection of new project.
- Authorizing payments after reviewing payment vouchers, to make sure proper supports are attached.
- Allocation of Cost Center and GL account considering the nature of transaction
- Dealing with external entities.
 - Maintaining of staff provident funds accounts
 - Coordination with external Auditors for finalization of annual audit.
 - Dealing with corporate Income Tax matters.
 - Dealing with Financials Institution (Banks, Leasing houses and Insurance companies)

M. Yousuf Adil Saleem and Co. Chartered Accountants,

Nov. 2007 – Feb 2013

A member firm of **Deloitte**.

AUDIT AND ASSURANCE

Worked in the capacity of a **Senior** having key responsibilities of:

- Planning and execution of audit (as per the requirements of International Standards on Auditing (ISAs), local regulatory requirements and Deloitte Audit Approach).
- Review of financial statements (as per the requirements of International Financial Reporting Standards (IFRSs) and local regulatory requirements).
- Review of internal control systems and identification of significant weaknesses and recommending improvements therein.
- Coordinating with various professionals such as other auditors, bankers, internal auditors, lawyers, actuaries, independent values and decision-making in respect of critical reportable audit matters of governance interest.
- Reporting of significant issues to the management and developing good working relationships with the client to deliver engagement expectations.
- Reviewing work of team members, ensuring that the work has been performed and documented in accordance with the required standards and providing liaison between team members, engagement managers and partners.

My experience in the firm has enabled me to develop a comprehensive understanding of the competitive and regulatory environments of diversified industries and the accounting and internal control systems implemented at

various organizations.

I have been engaged in the Assurance engagements of following sectors:

Banking & Financial Sector

My Bank Limited
NIB Bank Limited
Allied Bank Limited
National Bank of Pakistan
Saudi Pak Leasing Company Limited (NBFC)
Pak Oman Investment Company Limited (DFI)
Pak Oman Asset Management Company (AMC)

Manufacturing Concern

Salafi Textile Mills Limited
Al-Noor Sugar Mills Limited

Others

National Clearing Company of Pakistan Limited

IT PROFICIENCY

- Well versed in working with Audit System2 (Deloitte's Audit Software)
- Excellent at making Excel Worksheets, Word Documents and Presentations

PROFESSIONAL DEVELOPMENT

Attended various in-house training organized by the firm on:

- Deloitte's audit methodology
- Updates in IFRSs
- Training for bank audit

COURSES

- **Course of Computer Practical Training (CCPT)** 100 hours course as specified by Institute of Chartered Accountant (ICAP) of Pakistan on MS Excel, Access, Word, Power Point and DOS.
- **Presentation Skills Training Course (PSTC)** 100 hours course as specified by (ICAP) on presentation skill, group discussion and role plays.

PERSONAL

- Father Name: Zulfiqar Ahmed Khan
- Date of birth: June 16, 1985
- Nationality: Pakistani
- Religion: Islam
- Languages: Fluent in speaking & writing English & Urdu.
- Marital status: Single

Interest

- Reading and net surfing
- Playing Cricket

REFERENCES

Available on request.