

Respected Sir/madam,

I have a Certificate in Accounting and Finance (CAF) from ICAP. I have 4 Yrs & 8 M of experience as audit Manager and Associate **(including 4-years article period and 8 months post article)** in a firm and now a days I am working as **Accounts Manager (18 months post article)** in a Fruitien Juice distribution. Some of my achievements are:

- In my current job I have designed procedure for recording of accounting entries in a newly formed AOP of Fruitien Juice distribution. Invoicing, receivables, and parties' ledgers were implemented and reporting data analyst were also implemented by me.
- I have completed audit of big manufacturing companies as an audit manager.
- I have implemented Odoo software in a manufacturing entity.
- I have identified the deficiencies in internal controls and designed the amended internal control and implemented these controls in a food processing company.
- I have worked as an accountant for bookkeeping for 2 months in a food processing company.
- I have also corrected the books of accounts 2 years for Construction Company.
- I am developing an accounting software with a software engineer.

I am motivated to work in a challenging organization like yours to achieve my goals by fulfilling organizations goals. You can find my CV as attachment. I hope I will be considered worthy for the post. Waiting desperately for your reply.

Yours' Truly,

Muhammad Waseem Ashar

Annexure A: CV

Muhammad Waseem Ashar

Address: KEMU Boys Hostel Lahore

Cell Number: +923124676473

Email: wasim.ashar@outlook.com



CAREER OBJECTIVE

To obtain position that will enable me to utilize my professional skills as well as contribute to the organization's goals and which would provide opportunities for career achievement and personal growth.

PERSONAL PROFILE STATEMENT

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake. As a **member** of professional body with 6 years of experience I have gained in-depth knowledge of International Financial Reporting Standards, International Standards on Auditing, Microsoft Office, Odoo ERP, Separate and Consolidated **Financial Statements** and managing and leading teams across multiple sectors including Poultry, Construction, Health, Steel mill, Poultry feed, Packaging, Meat and abattoir, juice distributions and IT related Services. I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I am eager to learn, and you will find me organized and reliable.

EDUCATION

CHARTERED ACCOUNTANCY - CA

CFAP - *in process*

INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

BACHELOR OF ARTS - ECONOMICS

PUNJAB UNIVERSITY LAHORE.

FSC – PRE-MEDICAL

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, DERA
GAZI KHAN.

CERTIFICATE

1. Presentation and Communication Skills Course – PCSC-I
2. Certificate of Computer Practical Training - CCPT

EXPERIENCE

ACCOUNTS MANAGER

Dec 2020 – To Date

Alkahf Traders

Alkahf Corporation

SQ Traders

Fruitien Juice Distribution throughout Pakistan.

CORE COMPETENCIES

- Audits and financial reporting
- Compliances with IFRS/IAS & ISA

<ul style="list-style-type: none"> ▪ Leading the team with three different AOP's and Managing books of accounts. ▪ Developed a system for warehouse sale and deposits against sale and recording of sales and deposits from different warehouses throughout Pakistan. ▪ Stock reconciliations and monthly reporting. ▪ Developed and managing a system of payment and recording of payments in accounting software. ▪ Preparation of monthly accounts, receivables report and cash flow statement. ▪ Managing the sales tax data and income tax return data ▪ Managing withholding and depositing in the bank 	<ul style="list-style-type: none"> ▪ Compliance of Corporate matters ▪ Tax Compliances
<p>AUDIT MANAGER May 2020 – Dec 2020 Alam and Aulakh Chartered Accountants A QCR rated firm.</p> <p>AUDIT SUPERVISOR July 2019 – May 2020 Aqeel Alam and Co. Chartered Accountants A QCR rated firm.</p>	<p><u>TECHNICAL PROFECIANCIES</u></p> <ul style="list-style-type: none"> ▪ Advanced excel. ▪ MS word and power point. ▪ Odoo ERP. ▪ Manager software. ▪ Eye soft.
<p>AUDIT AND TAX ASSOCIATE August 2017 – July 2019 Aqeel Alam and Co. Chartered Accountants</p> <ul style="list-style-type: none"> ▪ Manage the bookkeeping and reporting process of Company ▪ Conducted various external, internal, forensic and tax audits ▪ Prepare the financial statements of single company and group of companies ▪ Preparation of projected accounts and performing variance analysis ▪ Preparation of audit report and QCR files ▪ Corrected the books of accounts of 8 consecutive years of meat and abattoir exporter company ▪ Manage the regulatory requirements for external and tax audit ▪ Files correct, complete and candid tax returns and statements within the prescribed time. 	<p><u>SKILLS</u></p> <ul style="list-style-type: none"> ▪ Financial Statements ▪ Fixed Assets ▪ Account Receivable/Payable ▪ Cash Flows ▪ Payroll ▪ Bank Reconciliation ▪ Variance Analysis ▪ Budget Preparation ▪ Leadership ▪ Management ▪ Internal Audit ▪ Book keeping

<ul style="list-style-type: none"> ▪ Prepare reply of notice under section 122 Tax assessment, section 177 tax audit, section 161 withholding statement and section 147 advance tax ▪ Filing appeal in case of any difference with tax authorities ▪ Assessment of risk with respect to entity and whole industry ▪ Corrected the books of accounts and implemented various software in construction foreign branch and packaging industry. 	
<p>AUDIT AND TAX ASSOCIATE May 2016 – August 2017 Hameed Zahid and Co. Chartered Accountants A QCR rated firm.</p> <ul style="list-style-type: none"> ▪ Conducted various external, internal, WPPF and sales tax audits ▪ Preparation of projected accounts and performing variance analysis ▪ Preparation of audit report and documentation of audit files ▪ Business valuation and performance appraisal ▪ Ensure efficiency of internal controls and making recommendations where it can be improved. ▪ Maintain a documented system of accounting policies and procedures ▪ Wide grasp on the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions ▪ Wide grasp on Review financial data and prepare monthly and annual reports ▪ Preparation of capital budget and operating budget. 	<p><u>INDUSTRIAL EXPOSURE</u></p> <p>Manufacturing industry</p> <ul style="list-style-type: none"> ▪ Packages. ▪ Steel. ▪ Poultry Feed. ▪ Poultry. ▪ Bed sheets. ▪ Meat and abattoir <p>Service industry</p> <ul style="list-style-type: none"> ▪ Hospitals, ▪ Constructions, ▪ IT related services, ▪ Accountant Firm. ▪ Juice Distributions <p>Social and charitable institutions</p> <ul style="list-style-type: none"> ▪ Non-Government and Non-Profit Organizations, ▪ Foundations and ▪ Trusts.
<p><u>PERSONAL INFORMATION</u></p> <p>Father's name: Ejaz Mahmood Shahbaz. Nationality: Pakistani Languages: English, Urdu and Saraiki. Interest: Swimming, Gym, Sketching, Cricket, Table Tennis, Walli Ball and Chess.</p>	