

ARSALAN**Date of Birth:** 26 - Sept - 1992**Address:** Flat No. A-407, Bisma Garden, Block-13, Gulistan-e-Johar, Karachi**Contact:** (92-21) 34660803 **Cell:** (92-331) 2945780**Email(s):** arsalancma@outlook.com

Objective: To lead the organization being strategic partner of top management team of organization.

Résumé Summary**Certification Level** : CMA Finalist (1 paper remaining)**Education** : Master of Arts-Economics, CMA Finalist**Professional Experience****Organization** : SME Leasing Ltd**Organization Type** : Leasing Company**Tenure** : June 2018 to May 2018**Designation** : Management trainee officer**Tenure** : June 2018 to May 2019**Designation** : Accounts Officer**Tenure** : June 2019 to Continue**Designation** : Assistant Manager Finance**Brief Job Description**

- Prepare & submit monthly NBFC return to SECP.
- Prepare & submit monthly ECIB report to State Bank of Pakistan
- File Form A, Form 29, Annual and Quarterly accounts to SECP.
- Prepare projected profit/Loss and cash flows of the overall business.
- Prepare monthly accounts
- Prepare monthly Stock report
- Prepare financial reports for the Audit committee meeting quarterly.
- Perform Provisions and Suspensions calculations.
- Prepare aging report related to outstanding principals and Lease income.
- Prepare monitoring report related to overall Portfolio of Company.
- Assist in preparation of Quarterly and Annual Accounts.
- Prepare BOD/AGM/EOGM work papers notices and minutes.
- Maintain coordination with external and internal auditors for audit purpose.
- Filing of Monthly Sales tax Returns
- E-Filing and deposit of Monthly Income Tax
- Prepare monthly accounts for the Board.
- Prepare PF fund Management
- Perform provisional tax calculations and submit return.
- Filing of Semi Annual Returns by the NBFCs regarding information on Related Party Exposure.
- Check risk related to financing facility to borrowers.

Professional Certification & Academic Education *(most recent on the top)*

Sr.	Certification / Degree	Institution / University	Specialization / Major	Grade/Division
1	CMA	ICMAP	Management Accounting	Continue
2	MA (Economics)	Shah Abdul Latif University Khairpur (Mirs')	Economics	1 st Division
3	BA (Economics)	Shah Abdul Latif University Khairpur (Mirs')	Economics	1 st Division
6	HSC	Mazhar Muslim Model Higher Secondary School Ranipur	Pre-Engineering	B+ Grade
7	SSC	Mazhar Muslim Model Higher Secondary School Ranipur	General Science	A-1 Grade

Skills and Other Abilities

Sr.	Skills & Abilities
1	MS Office
2	Knowledge of Accounting and Financial Reporting Standards (IAS and IFRS)
3	Taxation and Companies ACT, 2017 and Secretarial Practices
4	Financial and Business Planning
5	Team Management and Leadership
6.	Analytical skills
7.	Risk Management
8.	Present corrective action recommendations

Professional Development *(only those which can be testified)*

Sr.	Workshops / Seminars	Year
1	Risk Management by NBFIs & Modaraba Association of Pakistan	2020
1	Irtiqa (towards the change) by ICMAP	2014
2	Workshop on Learning IFRS by ICMAP	2013
3	Bright Ideas (Shell Tamoor) by IBA Sukkur	2011
4	Engineering Success By YEC by IBA Sukkur	2010

Personal Information

Father's Name : Nabi Bux Channa
 Membership/ Reg no. : 20123738
 Marital Status : Single
 CNIC No. : 45208-6252642-9
 Religion : Islam

References (Furnished upon request)

Sr.	Name	Organization	Know As	Contact No.
1.	Muhammad Hassan Abbas	SME Leasing Ltd.	Colleague	03312369940
2.	Usman ur Rehman	Jubilee general Insurance company Ltd.	Colleague	03073936917

ARSALAN

Dear Sir/Madam,

This letter is to introduce myself for an available position in your organization. My diversified and in-depth educational background, coupled with a record of excellent performance at academic level has enabled me to present myself as a potential candidate.

I am CMA (Finalist) from Institute of Cost and Management Accountants of Pakistan (ICMAP) and Master of Arts in Economics with due academic background. I offer a good blend of requisite knowledge and skills to become a vital member of your organization.

The Field of my study has provided me with an in-depth view of the field of Accountancy i.e. Management and Financial and Comprehensive Laws as well and moreover, it has enriched me professionally and equipped me with the qualities needed to deal with a variety of situations in an innovative, effective and efficient manner.

I am currently working as Assistant Manager Finance in SME Leasing Limited (Subsidiary of SME Bank Ltd.) 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. I would welcome the opportunity to further discuss how I can best meet the needs and expectations of your organization.

Regards

Arsalan

Enclosure: Resume