



SUFYAN AKRAM

CONTACT DETAILS:

Mir Fazal Town, Latifabad
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EXPERIENCE SYNOPSIS:

Assistant Manager Finance at Zainab Cooking Oil Mills (Private) Limited

From November 2017 to date

Audit Trainee at Tanwir Arif & Co, Chartered Accountants (QCR Listed Firm)

From September 2016 to November 2017

Career Objective

Be a part of a dynamic and reputed organization to enhance my present skills, talent and have enthusiasm to gain a higher position with challenging responsibilities with the believe that my ability, together with my positive attitude and work profile, would supplement the organization's goal.

Core Competencies and Specialties

Assistant Manager Finance at Zainab Cooking Oil Mills (Private) Limited (From November 2017 to date)

As an Assistant Manager Finance, I'm successfully managing the finance, accounting & tax matters of the company and is directly reportable to Finance Manager. My key responsibilities at this key position are summarized below:

- Recording of all accounting transections in SAP (B1).
- Bank Reconciliations.
- Preparation of monthly, quarterly and annual financial statements.
- Filling of Withholding Tax Returns, Sales Tax Returns and other regulatory dues, ensuring timely payments of dues and timely filing of regulatory returns under various laws.
- Responding of queries and notices raised by Income Tax, Sales Tax and other regulatory departments.

Audit Trainee at Tanwir Arif and Co, Chartered Accountants (From September 2016 to November 2017)

As an Audit Trainee in Tanwir Arif and Co- Chartered Accountants (QCR Listed Firm), following were the responsibilities.

- Inspection of all kind of vouchers.
- Inspection of ledgers and Trail balance.
- Examining Financial Position of the year statement and Profit and loss Statement.
- Inspection of financial statements to find errors, misstatements and frauds.
- Performing audits on systems, operations and accounts.

EXTERNAL AUDITS

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|----------------------------|----------------------------|
| + Fateh Industries Limited | + IBA University Sukkur |
| + D.S Motors (Unique) | + SAZ Autoparts |
| + Maa Jee Hospital | + Tear Fund (NGO) |
| + SSEWA PAK (NGO) | + Raazy Motors (Hi-Speed) |
| + JAP Auto Parts | + BRUMANO |

Communications and Interpersonal

- Excellent analytical skills demonstrated in both academic and professional experience
- Well-developed communication skills
- Good interpersonal skills, able to develop and maintain business relationships and work in a team
- Strong time management skills with the ability to manage multiple tasks and staff effectively.

Computer Skills

- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint)
- Proficiency in Peachtree 2004 & 2010.
- Proficiency in SAP (B1).
- Implemented 02 financial years of ERP setup with team.

Professional Qualification

MBA (Finance)	3.0 G.P	Mohammad Ali Jinnah University
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Academic Qualification

Bachelor in Commerce Intermediate (Pre-engineering)	Sindh University B.I.S.E Hyderabad	2 nd Division 'C' Grade
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Personal Information

Father Name:	Mohammad Akram
Nationality:	Pakistani
Date of birth:	August 20, 1991
CNIC	41302-1385236-5
Marital Status	Single
Languages:	Urdu and English

References

References will be furnished upon request.