

MUHAMMAD FARHAN

A Finance Professional

E-mail: farhan.sbm2013@gmail.com

Contact # 0314-5302799/0312-5031901

Date of Birth: 16 Sep, 1992

Rawalpindi, Pakistan

Personal Statement:

I am an **enthusiastic, motivated and well groomed professional** with the ability to deliver under intense **work pressure & meet deadlines**, having excellent **presentation & communication skills**, I have brings along a total of **5 years of Accounting and Auditing Experience** with me in the Financial Sector. During my career, I have worked on almost every financial statement line item and I have good concepts over financial reporting as well. While working as **Manager - Audit & Assurance** with UHCA I have gained the skills to lead the team as well. I am a strong believer of the saying that "Action speaks louder than words" which implies that just simply saying that you will do something does not means much. Actually doing it is harder and more meaningful.

KEY COMPETENCIES

- ❖ International Financial Reporting Standards
- ❖ Financial Statements Analysis
- ❖ Strategic Business Analysis
- ❖ Corporate Reporting
- ❖ Budgeting & Forecasting
- ❖ Account Receivables & Payables Management
- ❖ International Standards on Auditing
- ❖ Financial Management & Accounting
- ❖ Internal & External Audits
- ❖ Cost Accounting
- ❖ Taxation
- ❖ Risk Assessment

Professional & Academic Qualification:

Professional Qualification	Passing Year
Member of Association of Chartered Certified Accountants (ACCA) – UK	2016
Institute of Chartered Accountants in England & Wales – (ICAEW) (Articleship Completed)	Finalist
Foundation In Accountancy (FIA) – UK	2013

Academic Qualification	Passing Year
Master of Commerce (M.Com) – HEC	2017
Bachelor of Commerce (B.Com) – University of the Punjab	2016
Intermediate (Pre-Engineering) – Punjab College of Information & Technology	2011
Matriculation (Science) – Ideal Education System	2008

Professional Experience:



Usman Hassan & Co., Chartered Accountants (Feb 2018 – Present)

Roles & Responsibilities: Working as a **Manager - Audit & Assurance** with "Usman Hassan & Co., Chartered Accountants (UHCA)", my responsibilities and key activities includes the following:

- Provide management over a portfolio of clients and deliver high quality audit and assurance services, including preparing and reviewing audit plans and work.
- Achieve team and individual budgets and business plan/ performance objectives.
- Manages project financials, including budgets, timely billing and collection and variance recognition.
- Maintain the highest technical and professional standard.
- Planning regarding the Tax Reduction by using Tax Laws & Regulations.
- Think strategically about client needs by understanding their business and key risks.
- Addresses situation before they come crises and develops solutions to avoid recurrence.
- Providing additional help and guidance to clients on a consultancy basis.
- Participants in the development of ways to meet client needs, contributes to proposal delivery.
- Monitor and control auditing staff.
- Takes a leadership role in professional, business or community organizations.
- Coach, train and develop auditing staff to upgrade their knowledge.



Khurram Aziz & Co., Chartered Accountants (January 2015 – February 2018) (Santa-Fe Associates International)

Roles & Responsibilities: Worked as an **Audit Associate** with “**Khurram Aziz & Co., Chartered Accountants (KAC)**”, my responsibilities and key activities during **ICAEW ARTICLESHIP** includes the following:

- **Performing audit in compliance with International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISAs)** and various relevant local laws and regulations.
- **Conduct detailed controls testing** of financial, operational and compliance controls and providing recommendations to management for risks and weaknesses identified.
- **Preparation of financial statements** in accordance with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).
- Worked on the **Tax Notices** issued by **Federal Board of Revenue (FBR)** of different clients.
- **Filing of Income Tax Returns** of Individual and Corporate Clients.
- **Filing of Withholding Tax Returns**, preparation of National Tax Number and PSID's.

Client Portfolio

- My portfolio includes following organizations during my stay in “**KAC**” & “**UHCA**”,

<u>Organization Name</u>	<u>Nature of Assignment</u>
ZARAI TARAQIATI BANL LTD (ZTBL)	Performed Audit Procedures as a Junior Member on the Annual Audit of the Bank.
PRINTING CORPORATION OF PAKISTAN (PCP)	Performed Audit Procedures as a Junior Auditor on the heads of "Current Liabilities", "Income" and "Expenses" on PCP.

CHANGJIANG PLANNING, DESIGN & RESEARCH COMPANY., LTD (A Listed Chinese Company)	Worked as a Job In-charge on the EXTERNAL AUDIT of this client.
1) CARE INTERNATIONAL (US based NGO) 2) POPULATION COUNCIL (US based NGO)	Worked as a Job In-charge on the External Audits of these clients.
1) AL-IMRAN FLOOR & GENERAL MILLS (PVT) LTD 2) RAWAL INSTITUTE OF HEALTH & SCIENCES	Worked as a Job Incharge on the <u>Internal Audits</u> and as well as on the <u>Tax Notices</u> under section <u>161</u> and <u>177</u> of the clients.
YNA GULF EXCHANGE COMPANY	Worked as a Job Incharge on the ACCOUNTING SOFTWARE & SYSTEM INVESTIGATION of this client related to the FRAUD .
HIGHER EDUCATION COMMISSION (HEC)	Worked as a Job Incharge on the “ Fixed Assets Verification Assignment ” and as a Senior Member on the Annual Audit & performed procedures on “Government Grant” and “Operating Expenses”.
PAKISTAN MUSEUM OF NATURAL HISTORY (PMNH)	Worked as a Senior member of the Audit Engagement and perform Audit Procedures on the “Fixed Assets”, “Income” and “Operating Expenses”.
LIVESTOCK DAIRY DEVELOPMENT BOARD	Worked as a Senior member on the External Audit of this client.
BRIXX INTERNATIONAL (PVT) LTD (A leading construction group)	Worked as a Job In-charge on the External Audit of this client.
APNA MICROFINANCE BANK LIMITED	Incharge of the Stock Take of the BANK and “ Controls Testing ” and also verified details regarding “ Know Your Customer ”.
PAKISTAN ATOMIC ENERGY COMMISSION FOUNDATION (PAEC)	Worked as a Job In-charge of the Stock Take and Cash Count of PAEC Pharmacy and Oil Filling Station at CHASHMA (MIANWALI).
NATIONAL UNIVERSITY OF TECHNOLOGY	Preparation of the RECURRING & DEVELOPMENT BUDGETS of the University in order to present in the MINISTRY OF SCIENCE & TECNOLOGY and HIGHER EDUCATION COMMISSION .



Supreme Mary Gold Bread United Enterprises (July 2013 – December 2014)

Roles & Responsibilities: Worked as an **Accounts Officer** with “**Supreme Mary Gold Bread United Enterprises**”, my responsibilities and key activities includes the following:

- Carefully and effectively prepare and maintain the business records.
- To handle **Accounts Payables, Accounts Receivables and Inventory Management**.
- To deal with **Banks** regarding the banking transactions.
- **Reconciliation** of accounts with the General Ledger and to recommends **Financial Actions**.
- To maintain **Accounting Controls** and recommends **Policies & Procedures**.
- Prepare forecast cash payments and anticipated challenges arising from limited cash flows and to manage **Petty Cash Transactions**.
- Preparation of **Financial Reports** for meetings of Executive owners & Investors.

Computer Skills:

- MS-Office.
- Moderate user of **Quick Books** Accounting Software.
- Moderate user of **Peach Tree** Accounting Software.
- Moderate user of **Asia Soft** Accounting Software.

Trainings, Courses & Achievements:

- Attended the workshop conducted by ACCA on the **LEADERSHIP and COMMUNICATION SKILLS** at ACCA PAKISTAN office in respect of personality development.
- **Audit Trainer** at “Center for Professional Excellence (CPE)”.
- Completed **ACCA in just 3 years** and passed all the papers in **First Attempt**.
- **Achieved 84 marks in the paper of Financial Reporting in ACCA**.

Skills:

- Team Player & having strong Work Ethics
- Passionate & Quick learner.
- Determined & Smart worker.

Interests and Hobbies:

- Watching TV.
- Current Affairs.

Languages:

- English.
- Urdu.
- Punjabi.

References:

- References shall be available on demand.