



MALIK AFAN HAMEED

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CAREER OBJECTIVE

To acquire managerial position in an organization for the professional growth of career by applying knowledge, skill and experience obtained in the field of Accounts and Finance.

WORK EXPERIENCE

Grants and Compliance Consultant

Development Alternative Incorporation (DAI) (Funded by British High Commission)

MAR – AUG 2018

Key Responsibilities: -

- Acts as an independent review and evaluation body to ensure that compliance Issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Overall reviewed the compliance requirements regarding policies and procedures of donor as well as grantee.
- Give detailed orientation to IP's (Independent Partner) and facilitate them in formulation of missing relevant policies and procedures to ensure compliance.
- Conduct due diligence of IP's, when required.
- Monitors the performance of the Compliance Program and related activities on a continuing basis, taking appropriate steps to improve its effectiveness.
- Successfully monitors the grantees for a project. Provided support to their staff and identified weakness in their systems.

SUPERVISOR

S.M SUHAIL & CO. CHARTERED ACCOUNTANTS

OCT 2015 – FEB 2018

Key Responsibilities: -

- Supervise the audits and other assignments.
- Review & evaluate all working papers in compliance with professional standards & firm's policies.
- Manage corporate matters of various private companies.

Accomplishments:-

- Annual Audits of various Co-operative Housing Societies. (2016 and 2017)
- Annual Audits of
 - i. Coate & Co (Pvt) Ltd (2015, 2016 and 2017)
 - ii. Continental Petroleum (Pvt) Ltd (2015 and 2016)
 - iii. Muhammadan Education and Research Association (2017)
- Shariah Audit of Askari Window Takaful Operator (2015, 2016 and 2017)
- Forensic Audit of various Co-operative Housing Societies. (2012 – 16)
- Provident Fund Accounting of Deewan Cement Limited and DHCL (2015 and 2016)
- Research work on Insurance and Takaful Sector. (2016)

INTERN, JAZZ FORMERLY KNOWN AS MOBILINK (APR – AUG 2015)

Responsible for the following tasks:-

- Induction of Vendors, Cell Sites creation & updating in Oracle Financial.
- Preparation of Reports such as Supplier Master File (Direct & Indirect).

TRAINEE, FAISAL HUSSAIN & CO (JAN 2013 – 2015)**Key Responsibilities:-**

Preparation of Working papers, Reconciliation of Accounts and other tasks

Accomplishments:-

- Prepared Cash book & posted journal entries (QuickBooks) at **Kanas (Private) Ltd**
- Reconciliation of Receivable & Payable Account at **Tracom Power (Pvt) Ltd**
- Cost Audit at **British Biscuit Company (Private) Ltd (BBC)**
- Prepared Audit Working File and Management Letter of **S.H. Steel Re-Rolling Mills**

INTERN, NATIONAL BANK OF PAKISTAN (JUN – AUG 2009)

Worked closely with the Accounts officer, Supervisor & Cashier

QUALIFICATIONS

DEGREE	YEAR	BOARD/UNIVERSITY	INSTITUTE	Marks Obtained	GRADE
A.C.C.A Affiliate	2014	ACCA	S.B.M	787/1400	-
B.COM	2009	PUNJAB UNIVERSITY	F.G.C.C	956/1500	B
F.SC	2007	FBISE	I.C.B	678/1100	B
MATRIC	2005	FBISE	I.C.B	708/1050	B

CERTIFICATE

Advance Diploma in Information Technology (May – July 2005)

PROFESSIONAL SKILLS AND ABILITIES

- Knowledge and Experience of MS- Office, QuickBooks, Sage and Oracle Financial.
- Bookkeeping and Accounting on the basis of I.A.S and I.F.R.S.
- Time Management and can work under pressure.
- Excellent writing power and typing speed of 40 W.P.M.
- Teaching.

INTEREST

Reading Books, Gardening, Hiking and Badminton.

REFERENCE

Will be provided upon request.

PERSONAL INFORMATION

Father's Name	Malik Abdul Hameed
Date of Birth	25 th November, 1989
Marital Status	Single
Religion	Islam
Country	Pakistan