



#### CONTACT DETAILS:

- Mob: 055 493 2346
- Email: luqmanmuhammadd8911@gmail.com

#### EDUCATION:

- Association of Chartered Certified Accountants (ACCA Finalist)
- Bachelor of Commerce (B.Com)
- Advanced Diploma in Accounting and Business
- Professional Ethics Module Certified

#### TECHNICAL SKILLS:

- Finance & Accounting
- Tax Accounting
- Accounting & Financial Reporting
- Cash Flow Management
- Account reconciliation
- Internal & External Auditing
- Effective time management
- Advanced computer proficiency (MS Office)

#### OBJECTIVE:

To develop a career by seeking a challenging position in a progressive organization with an aim to contribute positively towards the achievement of growth, objectives, and mission of the organization, to the best of my capabilities, to enhance ethical standards and to develop my professional skills for growth within the organization

#### PROFESSIONAL SUMMARY:

- **ACCA (Finalist)** having around **4 years** of exposure in the areas of finalization & consolidation of accounts, auditing & assurance, planning, and budgeting.
- I am also rewarded by **Advanced Diploma in Accounting and Business** from ACCA.
- Certified **Professional Ethics Module** inline with the International Ethics Standards Board for Accountants (IESBA Code).
- **6 months** of working experience with **Algorythma (UAE)** as Finance Intern.
- **2 years** of working experience with **Javed Hasnain Rashid Chartered Accountant firm** as Accountant & Auditor.
- **1.5 years** of working experience with **S.M. ABDULLAH & CO** as an Accountant.
- Proficiency in International Financial Reporting Standards (**IFRSs**) and International Standards of Auditing (**ISAs**) with its practical application;
- Ability to keep the finance function updated with the changes in IFRSs, statutory regulations.
- Ability to work in audit, accounts and finance departments

#### PROFESSIONAL TRACK RECORD

##### Algorythma Co (UAE)

Sep 2019 – Present

##### Finance Intern

- Overall maintain the company's accounting functions with finance team including Preparation of SOPL & OCI, Balance sheet, Cash flow, etc.
- Maintain bookkeeping records, copying and filing information as required. Produce client billing statements and invoices. Ensure bills and invoices are paid on time.
- Booking all retail petty cash expenses and reconciliation of the petty cash account on a monthly basis.
- VAT return, input/output VAT, RCM and UAE companies laws and regulations.
- To make payments of suppliers through online banking portal.
- Monitoring all accounting entries including Cash receipts and payments, Bank receipts and payments, Journal entries and Adjusting entries
- To check and ensure the bank statement reconciliation with the bankbook,
- Prepare credit card report and reconcile on a monthly basis, and post entries for a month on monthly basis,
- Liaising with external auditor and Coordinates with team members to provide all required details and schedule in time.
- Conducting Ratio Analysis for analyzing the profitability and efficiency of the company
- Ensuring proper and timely disbursement of staff salaries & payroll records is maintained.

**PERSONAL PROFILE:**

- DOB: 18/09/95
- Marital Status: Single
- Languages: English and Urdu.
- Visa Status: Visit Visa
- Passport: AC8354291
- Availability: Immediately

**Auditor & Accountant**

- Assisted in carrying out quality audits & other assurance services to clients from diverse domains such as advertising, telecommunication, energy, not for profit organizations and analyzed/recommended changes in internal audit controls.
- Conduct of internal audits and designing the system of internal controls
- Provided other non-audit services including agreed-upon procedures and compilation engagement
- Performed detailed Substantive procedures on the balance sheet items like Non-current assets, Banks, Liabilities, etc.
- Verified proper authorization and maintenance of documents like assets register, purchase invoices, bank statements etc.
- Performed stock taking on the inventory at the end of the year through physical inspection.
- Performed Vouching and tracing on the final accounts head.
- Assisted senior management in obtaining all necessary audit working papers and documentations including research and documented facts, findings and reported to group auditors of client organizations.
- Identified and communicate accounting and auditing matters to managers, partners and established working relationships with the company's staff and clients
- Identified performance improvement opportunities interacted with clients and ensured smooth flow of information from the client to the audit team
- Provided support to senior professionals to review a corporation's internal controls and procedures
- Analyzed and evaluated the accuracy of accounting systems/procedures reviewed and recommended changes in accounting systems, controls of business by following International Financial Reporting Standards(IFRS)
- Inspected accuracy of accounts receivable/payable ledgers and prepared audit paperwork in accordance with standards and requirements
- Contribute to continuously improve the process and procedures.

**S.M. ABDULLAH & CO**

Sep 2015 – Feb 2017

**Accountant**

- Overall maintained the company's accounting functions including financial accounting,
- Provided all the necessary information to Finance Manager.
- Booking all retail petty cash expenses and reconciliation of the petty cash account on a monthly basis.
- Maintain bookkeeping records, copying and filing information as required. Produce client billing statements and invoices. Ensure bills and invoices are paid on time.
- Maintaining asset register for proper location of assets and computing depreciation.
- Generating and monitoring aging wise accounts receivables & payables.
- Monitoring all accounting entries including Cash receipts and payments, Bank receipts and payments, Journal entries and Adjusting entries.
- To check and ensure the bank statement reconciliation with the bankbook.
- To review and seek approval for expenses to insurance, telephone, mobile, petrol and other such payments.