



**Hafiz Muhammad  
Israr**

## **ACCA, BSC(Hon's), MSc Accounting and Financial Management**

✉ hafizmuhammadisrar36@gmail.com

📞 +44 7 45 3442711

📍 Manchester, United Kingdom

Driving License: UK Driving License

### **PROFILE**

9 years of progressive experience in the Accounting, finance & Audit providing management with financial information through research, analyzing accounts, and preparing financial statements. Expertise in all areas of full-cycle accounting, Monthly, and year-end tax reports, budgeting, and audit preparation.

### **EMPLOYMENT HISTORY**

**2022 June - 2024 September**

**Sr. Accountant**  
Rethink ME Ltd

- Prepared Monthly, Quarterly, and Annual Financial Reports in line with client reporting requirements and deadlines for businesses in the Fund management, imports and exports, and international business industries. Managed the work of junior staff members to ensure quality assurance and timeliness of reporting deadlines.
- Provided treasury support services and monitored client cashflows, including periodic bank reconciliation.
- Prepared and reviewed VAT returns in line with UAE Tax Laws and Regulations, including VAT rules on HQ Businesses with foreign connections, Imports and Exports.
- Assisted external auditors in completing the annual audit of financial statements, including Big 4 firms.
- Served as Finance Officer support and prepared DFSA mandated reports, including Quarterly and Annual PIB, and Capital and Liquidity Monitoring reports.
- Provided client support in capital calls and served as finance representative in Board of Directors and Shareholder meetings.

**2019 June - 2022 May**

**Accountant**  
JBC Properties DMCC

- Managing monthly/periodical closure of books of accounts in line with monthly reporting timelines and production of monthly management reports
- Providing the revenue analysis to management on (daily, weekly, ad-hoc basis) with detailed reasoning and comparison of actual vs budgeted results.
- Assisting in preparing financial statements for group entities.
- Verifying, allocating, posting, and reconciling accounts payable and receivable
- Preparing receivables aging & following up with the clients for outstanding balances

**2018 January - 2019 May**

**Accountant**  
Overseas AST

- Processing all payments to vendors in respect of purchased materials & services.
- Preparation of Supplier Reconciliation & Bank Reconciliations
- Responding to supplier queries and Communicating with departments within the company & with the Suppliers.
- Posting of Financial Guarantees, Letter of Credits & Forex Gain Loss

- Prepares reports by compiling summaries of earnings, deductions & leave

2016 June - 2017 May

**Advisory Consultant**  
Ernst & Young

- Conducted Internal audit of the supply chain process of Primary & Secondary hospitals of Punjab.
- Assisted in the collection of data for Punjab Small Industries Corporation.
- Prepared reports on assignments undertaken, as required
- Developed recommendations to clients on best practices and ensured that their financial statements are in line with audit standards
- Conducted Stock Counts for numerous companies.

2015 January - 2016 May

**Accountant**  
MAA'WA Architects

- Preparing independent management reports, quarterly forecasts & annual budgets in a timely manner.
- Recording, Reconciling, invoicing, coordinating with customers, and following up on invoicing collection to maintain strong working capital.
- Supervising, verifying, and approving the Receivables related jobs and documentation such as a quotation for sales, Proforma invoice, Receipts, statement of accounts, and ledger posting
- Assisting in the annual audit and working with auditors on all issues for revenue recognition.

## EDUCATION

2024 May - Present

**MSc Accountancy and Financial Management**  
University of Bolton, Bolton

2013 - 2017

**ACCA( Association of Chartered Certified Accountant)**  
Majors in Accounting, Finance & Audit

2013 - 2017

**BSC (Hons)**  
Oxford Brooks University  
Majors in Accounting, Finance & Audit

2011 - 2012

**CAT(Certified Accounting Technician)**

## COURSES

2016 June - 2016 December

**Oracle R12**  
Rise School of Accountancy

## SKILLS

Microsoft Office



ERP Oracle



Tally



Quick Books



Xero



Leadership



Sage50

