

# Zia Ur Rehman,+447774883475 Audit/Finance Professional

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## PROFILE

A graduate part qualified accountant with: strong academic knowledge, technical understanding of accounting work and audit processes, ability to work with a team and fast at learning. Skilled in bookkeeping, internal audit practices, with execution of company policies and procedures. Also, capable of utilizing budgeting techniques to examine the pre and post costing with marketing department and can effectively work in teams to meet project deadlines and milestones. Performed procurement audit using tools such as Oracle EBS, MS Office and invoices. I am aware of technical specifications, advancements, and the requirement to provide high-quality accounting/auditing deliverables in order to satisfy customers. I am also looking forward to gain professional experience and work towards an ACCA member.

Computer competencies include:

Oracle EBS R-12, XERO, Taxfiler, VT File Payroll Manager, MS Office applications

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## EDUCATION

May 2022 — May 2023

Masters of Business Administration, University of Chester

Chester, England

Completed MBA in May 2023 with first class. Major subjects were Finance for Managers, Leading and Managing Ethically, Leadership in Action and Strategic Management.

### Tasks completed during Course (Individual & Team work)

- Worked on ratio analysis and sustainability reporting of BMW and provide conclusion of BMW performance against its competitors. **(Individual)**
- Studied modern and conventional financial practices and approaches adopted by managers **(Individual)**
- Explored how to formulate existing and traditional leadership models to improve leading style and how visionary leaders are essential for growth of the company. **(Teamwork)**
- Group presentation about team work and leadership qualities. **(Teamwork)**
- Analyzed different business failures due to lack of strategy. **(Teamwork)**

### Dissertation

#### Effectiveness of non-monetary rewards in promoting employee motivation

The aim of the project is "To assess the factors which may enhance employee efficiency".

- Primary and secondary research was conducted to evaluate thoroughly about employee reviews and concerns which reflect true motivation tools, employee needs to enhance productivity. Moreover, this project illustrated difference between extrinsic and intrinsic rewards and their impact on employee performance.

Sep 2018 — Sep 2023

Association of Chartered Certified Accountants, **ACCA**

Lahore, Pakistan

ACCA Part-qualified with major subjects in Accounting, Finance and Audit. Courses of interest were Financial Reporting, Financial Modeling, Budgeting Techniques and Audit Documentation.

BSc (Hons) in Applied Accounting, Oxford Brookes University

Oxford, England

Expected to get 2:1 bachelor degree in applied accounting awarded by Oxford Brookes University with ACCA collaboration.

### Dissertation

#### Analysis of Financial & Business Performance of BMW and Mercedes

The aim of the project was "To assess the financial and non-financial performance of BMW and compare with its competitor Mercedes-Benz, which will help investors in decision making".

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## CERTIFICATES

Sep 2020

Advanced Diploma in Accounting & Business

England, UK

ACCA awarded Diploma Certificate on successful completion of all fundamental papers along passing of Ethics and Professional module.

EMPLOYMENT HISTORY

JULY 2022 — Continue	Trainee Accountant, ZS Accountants Limited (Part Time)	Manchester, UK
<b>Accounting Firm</b>		
<ul style="list-style-type: none"><li>• Preparation of VAT Returns of different clients with the help of Xero, VT file and Microsoft Excel.</li><li>• Preparation of Financial Statements of clients applying accounting standards.</li><li>• Preparation of Corporation Tax Return with the help of Xero, VT File and Taxfiler.</li><li>• .Preparation of Individual Tax Return(SA100) AND Submission to HMRC.</li><li>• Meeting deadlines and creating strong relationships with clients</li></ul>		

Jan 2020 — APRIL 2022	Audit Trainee, Blessed Textile Mills Limited	Lahore, Pakistan.
<b>Spinning, Weaving, Processing and Finishing Production Units</b>		
<ul style="list-style-type: none"><li>• Developed internal audit functions which include proposed audit assignment, audit plan, audit policies and execution of internal controls.</li><li>• Identify solutions for system loopholes and recommend risk aversion measures and cost saving suggestion to reduce overall project cost with maximum quality work.</li><li>• Performed procurement audit alone by using Oracle EBS to generate quotations, supplier details and purchase reports along hard vouchers provided by purchase department. My audit report indicated 5% extra tax borne by company due to purchases from un-registered vendors and suggested to overcome purchases volume from these vendors to increase company profitability by 1.75%.</li><li>• Conducted audit assignment related to cotton import and found a large amount of expenses as a penalty by port management and shipping companies due to over-occupancy of place or container which was mainly because of delay in document preparation. My findings suggested that shipping cost can be reduce by 5% by avoiding these penalties.</li><li>• Inspection of a under developing sewing unit to monitor progress and ensure conformance to budget plans, specifications and construction safety standards.</li><li>• Ensured the coordination with the stakeholders both internal and external to ensure all their requirements related to production processes are fulfilled.</li><li>• Conducted an assignment to ensure fire, health &amp; safety and environmental regulation are adhered during the production of yarn till finished products.</li></ul>		

LANGUAGES	English	Highly proficient
HOBBIES	Reading UK Financial Policies Explore Sustainability Reporting Futuristic Technologies	
REFERENCE	To be provided upon request	