

Professional – Accounts and Finance

Profile Summary

With more than **4 years** of experience in public sector organization of Pakistan. I possess extensive experience of large-scale transaction audits.

I am result driven individual, with the ability to apply a range of technical, digital, and other professional capabilities to deliver quality and value. Further, I also have ability to lead others to make a difference and create a positive impact in a responsible, inclusive, and passionate manner.

Presently, I am based in Manchester and keen on exploring challenging opportunities within the accounting and finance space in Manchester.

Skills & Vocational Strengths

Bookkeeping | Management Sciences | Financial Statements | Financial Analysis | Financial Operations | Financial Reporting | Cost Reduction | Accounts Payable | Cash Management | Compliance | Project Management | Management Reporting | MS Office Apps | Leadership Skills | Problem Solving | Decision-making | Interpersonal Skills | Adaptability | Analytical Skills | Coordination | Communications.

Career Snapshot

Accountant General Pakistan Revenues

(Since February 2019 till May 2023)

Senior Auditor

Key Responsibilities

- Review departmental reimbursements
- Review compliance with department specific SOPs
- Posting entries in the system after verification for approval
- Review of payments cheques against those claims
- Provide assistance in Payroll processing
- Giving query support to employees of various public departments regarding, pay, deductions, employees' loans, employees benefit deductions.
- Responsibility for the coaching and development of the team members reporting directly into you, taking responsibility for the career development of others;
- Managing the staffing of the job, the financial performance and ensuring that key deadlines are met.

Academics

- Master of Business Administration (**MBA**) – Finance (2016) – Isra University – Pakistan
- Bachelor Of Business Administration (**BBA**) (2014) – Isra University – Pakistan
- ACCA UK - -In progress