

# SYED ADIL RAZA

## Professional Résumé

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**Objective:** I am looking for opportunity in area of Accounts & Finance. Where, I can work for achieving organizations goals as well as my own goals by using my abilities and skills and which offers me the opportunity to develop new skills while strengthening those I already possess.

I am able to work well both on my own initiative and as part of a team.

### Professional Certification & Academic Education

| Sr. | Certification / Degree        | Institution / University                            | Year   |
|-----|-------------------------------|---|--|
| 1   | ACCA                          | Association Of Chartered Certified Accountants (UK) | Finalist.<br><b>P4- Adv. Financial Reporting Cleared</b> |
| 2   | BSc (Hons) Applied Accounting | Oxford Brookes University (UK)                      | 2017   |
| 3   | Foundation in Accountancy     | Association Of Chartered Certified Accountants (UK) | 2012   |
| 4   | CAT                           | Association Of Chartered Certified Accountants (UK) | 2011   |
| 5   | I.Com                         | Punjab Group Of Colleges                            | 2008   |
| 6   | Matric                        | P.R Boys High School Lahore                         | 2006   |

## Professional Experience

### Organization: Bhangoo Provisions

|                     |                            |
|---------------------|----------------------------|
| <b>Tenure:</b>      | From Jan 2018 to date      |
| <b>Designation:</b> | Manager Accounts & Finance |

#### Nature of the Job:

- Verify expenses with budgeted expenses and inquire variance.
- Review controls and ensure all are followed by each business unit.
- Ensure stock update, count and record correctly in each business unit.
- Review and audit of salaries and commissions prepared by different business units.
- Made Payment to suppliers.
- Periodic reporting to CEO and other board members.
- Prepare special reports on “CEO instructions”.
- Prepare accounts and Other cost related reports.

### Organization: Ayesha Enterprises

|                     |                           |
|---------------------|---------------------------|
| <b>Tenure:</b>      | From Nov 2016 to Dec 2017 |
| <b>Designation:</b> | Assistant Manager         |

#### Nature of the Job:

- Preparing salaries and commissions.
- Reporting to Dubai.
- Verify expenses.
- Stock count and record.
- Payment to suppliers after reconcile their balances.
- Prepare special reports on “CEO instructions”.
- Prepare accounts and reporting to Dubai.

### Organization: Access Security Services (Pvt.) Ltd

|                     |                                 |
|---------------------|---------------------------------|
| <b>Tenure:</b>      | From March 2016 to October 2016 |
| <b>Designation:</b> | Senior Auditor                  |

#### Nature of the Job:

- Leading a team of individuals and aligning team goals with organization strategies.
- Agreeing recommendations with relevant staff members to make improvements.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant people.
- Involve in planning of Finance & Supply Chain Audits.
- Perform audit of different departments.
- Conduct special assignment on “CEO instructions”.
- Audit sub offices and prepare detailed audit report.

**Organization: Ale Imran & Co. Chartered Accountants**  
**(ACCA & ICAP Approved Firm)**

**Tenure:** July 2012 to February 2016

**Designation:** Audit Associate

**Client: PEPSI Cola International**  
**(Snacks Division)**

**Job role:** Internal Auditor

**Nature of Job:**

- Assurance engagement related to the movement of stock
- Periodic reporting related to dispatch
- Monthly stock count
- Fixed asset verification and tagging
- Managing the team
- Ensure quality of work
- Motivate team as a leader

**Client: Al Quoz (Pvt) Ltd**

**Job role:** Accounts & Finance Officer

**Nature of Job:**

- Stock valuation
- Manage petty cash
- Payment to customers
- Bank reconciliation
- Sales tax payments
- Prepare salary slips according to company policy & pay to employees
- Prepare statements (monthly, Quarterly & yearly)

**Client: PIONEER CEMENT**

**Job role:** External Auditor (Cost Audit)

**Nature of Job:**

- Stock valuation
- Ensure physical quantity of material
- Prepare report on key findings
- Managing and motivating the team
- Meeting with higher management

**Client: Punjab Provincial Bank Ltd**

**Job role:** External Auditor (Compliance Audit)

**Nature of Job:**

- Manage audit team
- Audit different departments
- Report to seniors
- Conduct meeting with different departments head to understanding

**Client: SOKAMAL Ltd**

**Job role:** Internal Auditor

**Nature of Job:**

- Stock Count.
- Investigation of any differences
- Assurance engagement related to the Month end stock
- Report of variances
- Report to management

**Other Assignments:**

- Final Accounts
- Forecasted Accounts
- Feasibility Reports
- Review Overall Project
- Quality Control Reviews
- Review Accounts and given recommendation

**Co-curricular / Leisure Activities**

- 1 Indoor Games
- 2 Cricket

**Personal Information**

Father's Name : Syed Kamran Naqi  
Marital Status : Single  
CNIC No. : 35201-1391334-3  
Religion : Islam  
Language Competency : Urdu, English, Punjabi  
Home Address : Mughalpura, Lahore, Pakistan.

**Reference:** Mr Mohsin Shah  
Director AR Job Consultant Regd  
03030988438