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| AHMED AFTAB **Address: Qasr-ul-wafa # 302, Garden East # 363, Karachi**  **Mobile: +92-333-2261813**  **Email: ahmed.aftab@live.com** | | |  | |
| CAREER OBJECTIVE | | | | |
| To pursue a career in an organization that provides a challenging job and to be the part of an aggressive team oriented work environment which allows growing opportunity both professionally and as an individual. | | | | |
| PROFESSIONAL AND ACADEMIC QUALIFICATIONS | | | | |
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| **Particulars** | **Institute** | **Year** | | **Achievements / highlights** |
| **ACCA Affiliate** | Association of Chartered Certified Accountant (ACCA) | 2013 | | Passed |
| **CAT (Paper 1 to 9)** | Association of Chartered Certified Accountant (ACCA) | 2009 | | Passed in 1st Attempt |
| **Bachelors in Commerce** | Government College of Commerce and Economics | 2009 | | Passed |
| **Intermediate** | Commecs College | 2007 | | Passed |
| **Matriculation** | St. Lawrence Boys’ School | 2005 | | Passed |
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| PROFESSIONAL WORK EXPERIENCE | |
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| MG ASSOCIATES (PRIVATE) LIMITED *August 2013 to date* ***Current designation: Accounts Supervisor*** | |
| **ACCOUNTING AND OUTSOURCING SERVICES:**  **Responsibilities include:**  **Accounting**   * Maintenance of accounting records on online software * Preparation of chart of accounts * Ensure accounting entries are in line with accounting and financial reporting manuals and IFRS; * Preparation of reconciliation of subsidiary ledgers and control accounts * Perform gap analysis of entity’s financial, operating and safeguard controls to best practices ensuring completeness and accuracy. * Performance of bank reconciliations * Checking the property, plant and equipment schedule on monthly basis and recalculating deprecation; * Payroll processing, verification and approval; * Estimating and verifying provisions for the year; * Ensuring compliance with relevant laws and regulations   **Taxation**   * Preparation and filling of income tax & sales tax returns of companies. * Preparation of employee payroll tax calculations. * Preparation of Income tax challan deducted. * Preparation and filing of monthly and annual e-statements. | |
| MAZARS M.F & CO. *June 2011 to July 2013* *A member firm of Mazars International* ***Designation: Audit Senior*** | |
| **AUDIT AND ASSURANCE BUSINESS SERVICES (AABS):**  **Responsibilities include:**   * Audit planning, direction, supervision, review and finalization of audit assignments according to Mazars M.F Audit Methodology; Companies Ordinance, Income Tax Ordinance, International Standards on Auditing and rules of regulatory bodies and other authorities. * Understanding and assessment of accounting and internal control environment of the clients, evaluation of operational procedures, identification of weaknesses in the system, and development of suggestions, methods and procedures for system improvement. * Liaising with client’s management at the planning, execution and conclusion stages of the audit. Addressing and resolving significant accounting and auditing issues during the audit. * Delegation and supervision of work to team members and lead the audit team to ensure timely completion of the field work and necessary Audit Deliverables. * Preparation and presentation of audit deliverables to the clients, including preparation and presentation of internal control assessment documents, audit programs, review forms, financial statements, financial and non-financial ratio analysis, report on audit findings and recommendations to the management.   I have served the following major clients during my association with this department:   |  |  | | --- | --- | | **Sector** | **Name of Major Clients Sector wise** | | **Oil & Gas and Energy** | * ENI Pakistan Limited (Provident Fund) | | **Currency Exchange** | * Paracha International Exchange (Private) Limited * Gohar Exchange Company B (private) Limited | | **Manufacturing** | * Shield Corporation Limited ( Listed) * Far Eastern Impex (Private) Limited * Automotive Spares & Accessories (Private) Limited | | **Shipping** | * Freight Connection Pakistan (Private) Limited * Axis Container Services (Private) Limited * Gateway Express Shipping (Private) Limited | | **Service** | * MoveOne Pakistan (Private) Limited | | **Information Technology** | * Esys Pakistan (Private) Limited | | **Resort** | * Dreamworld Limited (Listed) | | |
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| HONURS/ACHIEVEMENTS | |
| * Worked as a Task Officer in 8th ITIF ASIA 2011 Exhibitions and Conferences during 28th to 30th March, 2011. * Received academic awards for securing position in school. * Completed course on Microsoft Office from Arena Multimedia. | |
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| PROFESSIONAL SKILLS | |
| * Excellent analytical, financial appraisal, interpersonal & communication skills and ability to handle multiple tasks to meet deadlines and targets. * Developing and maintaining relationships with client employees. * Familiarized and adhered to the firm's procedures and policies. | |
| IT PROFICIENCY | |
| * Proficient in MS Office applications. * Efficient use of ERP software TALLY. | |
| PERSONAL DETAILS | |
| Nationality: Pakistani | **Languages:** Fluent in English and Urdu  Learning Arabic |
| **Date and place**  **Of Birth:** 10th January 1989, Karachi | **Availability:** One month notice period to be  Served |
| **Other Activities:** Cricket, Table tennis, Lawn Tennis,  Badminton, Football. |  |
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| REFERENCE | |

It would be furnished on request.