

FIDA HUSSAIN

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Brief Profile

Certification in Accounting & Finance (CA finalist) from **Institute of Chartered Accountants of Pakistan (ICAP)** with 3.5 years of experience as an Audit Associate in a reputable firm of Chartered Accountants. Being part of firm, I have been involved in various external audits, internal audits, bookkeeping assignment, Taxation services and corporate law assignment of a diverse range of clientele.

Professional Qualification



- Chartered Accountant (CA-Pak) – finalist
(Nov-2015 to Continue)
- FSC (Pre – Engineering) (2015)

Professional Training



Parker Russell - A.J.S Pakistan - Chartered Accountants

(Audit Associate – May 2019 to Oct 2022 - 3.5 Years) - A member firm of Parker Russell International - UK

Fields of Expertise in Internal / External Audit, Corporate Laws, Taxation

Internal Audit and Assurance

- Worked as an **internal auditor** in Manufacturing, NGO's, Logistics, Trading and Healthcare sector to check and verify the transactions in the accounting system and suggest improvements.
- Verifying and posting accounting entries in the accounting software.
- Verifying compliance of legal and financial transactions with applicable corporate laws and company policies.
- Ensuring completeness of monthly closing of the books of accounts.
- Liaising with Auditors and providing relevant documents, workings and explanations for closing yearly Audits on time.
- Ensuring Tax compliance & accurate submission of Tax returns in timely manner.
- Managing Cash Flow, Inventory, Receivable, Payable, Bank Accounts, Payroll.
- Preparation of monthly Board Presentation, analysis and other key documents.

Management Consultancy

- Preparation of management accounts for budgeting, planning and control, accurate, complete and timely recording of financial transactions including accruals and prepayments on the basis of International Financial Reporting Standards (IFRS) for higher management to make business decisions.

Taxation, Corporate & Secretarial Practices

- Dealt in the incorporation of the different companies & preparation of memorandum of association (MOA) & articles of association (AOA), filling of different forms as specified in the Companies Act, 2017, with Securities and Exchange Commission of Pakistan (SECP).
- Coordinated with Tax department for filling annual income tax return of individual, AOPs, and Companies.

External / Statutory Audit

- Extensive experience of managing, leading and executing of various statutory external audits. The list of work carried out is as follows,
- Audited and reviewed the financial Statements prepared under IFRS, Prospective Financial Information / Projections.
- Established overall risk-based audit strategy and audit plan by obtaining understanding of internal control processes through inquiries & walkthrough tests, identified risks on the basis of the understanding of accounting & internal control processes and other areas effecting the entity and classified those risks as appropriate, determined the audit procedures (test of controls & substantive) in response to the identified risks, established the materiality and tolerance levels, and prepared the final audit deliverables along with recommendations.
- Coordinated with professionals of various fields like legal, tax and IT experts for resolution of critical reportable matters.
- On the job, reviewed the working papers and evaluated significant judgments made by audit teams during the audit to ensure that work is carried out as per audit methodology and the requirements of ISAs.
- Proposal development for various prospective clients/assignments.
- Conducted audit of diversified range of clientele like public sectors, E-Commerce, Textile sector, NGOs, Service provider, Construction companies, School/Hospital and Manufacturing sectors.

Work as a Senior Account Officer at Health Care Sector for 1.5 Years

Job Description:

- Check and post daily journal entries.
- Manage Hospital reception software (HMIS).
- Prepare monthly Management report.
- Manage Bank accounts, cash, inventory, receivable, payable, payroll accounting.
- Prepare employees salaries and Doctors private shares.
- Manage State Life Insurance claim receivable of patients.
- Manage Hospital panel registration compliance, Administration and HR related duties.

Professional Development and Achievements

- Attended and completed Presentation and Communication Skill Certificate (PCSC) course by ICAP.
- Received certification of professional values, Ethics and Attitude (PVEA) course by ICAP.
- Attended various seminars on International Financial Reporting Standards (IFRS), International

Standards on Auditing (ISA's), local GAAP and other topics conducted by ICAP.

- Gain lot of knowledge of IT, Cloud base accounting software, Freelancing, and other Field related topics from international seminars and different social media tools.
- Received certification of QuickBooks Online ProAdvisor certificate from QuickBooks.Intuit.com.
- Received certification of QuickBooks Online Advance certificate from QuickBooks.Intuit.com.

Computer Skills

- Good command and hands on experience of Oracle, QuickBooks Online, Fox Pro (Accounting Package) and Microsoft Office (Excel, Word, PowerPoint).

Core Competencies'

Financial Statements	Book Keeping	Receivables & Payables	Inventories
Fixed Assets	Stock Takings	Internal & External Audit	Costing & Budgeting
Bank Reconciliation	Payroll Accounting	Cash Management	Financial Accounting
Financial Reporting	Statutory Compliance	Financial Analysis	Management Reporting
IASs & IFRSs	Basic level U.A.E VAT	Basic level ZOHO Books, Odoo, Tally ERP	Administrative Tasks

Language Skills

- English (Proficient in writing, listening, reading, speaking)
- Urdu (Native)
- Punjabi (Native)
- Arabic (reading)

Personal Information

Father's Name Ali Akbar
Nationality Pakistani
Address Dubai U.A.E.
Passport # PH6914851
Date of Birth January 08, 1998
Marital Status Unmarried

References

Will be furnished on demand.

Availability Status

Currently Available in Dubai on Visit Visa.