

Dear Concerned,

I hope you are doing well, the reason for reaching out to you is that I'm in UAE to start my career within a well-established organization such as yours, in order to benefit from my diversified set of skills, education (B.com - ACCA) and experiences(over 10 years) to achieve growth and enhance your overall departmental performance.

I would also like to give you a brief idea of my talents & Skills that can lead to superior results for your organization:

Internal Auditing:	Departmental, stock, fixed assets, vendor & compliance Audits, Internal Controls Optimization, Anti-theft/Fraud Assignments, Policy making & implementation, cost/overheads minimization, Enhancing security protocols, gate controls, Vat Audit, External Audits.
External Auditing:	Annual Audits, Planning/execution/Reporting, Stock counts, compilation of accounts, Analytical/Substantive procedures, resolving audit related issues, circularization & follow ups, Review engagements, due diligence.
Accounts Receivable:	Invoicing, Receivable aging, follow-ups, recording, reporting, reconciliations, recovery from customers, credit control, monthly closing, customer care, ordering, documents processing and approvals, monitoring relevant system controls.
Accounts Payable	Purchase Audits, Payments to vendors, payable aging, reconciliations of suppliers, purchasers accounts, negotiation, discounts, vendor verification, approvals, documentations.
Procurement:	Complete procurement cycle audits, project-based procurement, variances, vendor selection, loading/unloading, quality inspections, maintaining stocks, inventory control & reporting.
Finance:	Bank reconciliations, payroll processing, arranging funds, managing accounts, Forecasting, financing branches and outlets, petty cash and reporting, variance analysis. Financial reporting.
Administration :	Email communication, handling staff quires, office management, gate controls, staff In-outs, time sheets arranging meetings, transportation, reporting admin expenses, vehicle management, utilities, email handling, arranging travels, supervising, training, etc
HRM:	Posting online vacancies, shortlisting, reporting to relevant departments, monthly payroll processing (Bank/Cash), managing loans & advances, leaves, handling staff quires related to salaries.
ICT:	Basic trouble shooting of systems/office equipment's/networking/communication/operating systems/handling variety of gadgets/Applications/CCTV systems.
Compliance:	Policy audits, Optimization according to recent laws and regulations, compliance audits, health & safety, staff rights, reporting and resolving compliance issues.
Other skills	Communication skills, patience, positive attitude, adaptability, team management, desire to learn, problem solving skills, cross functional, time management, public dealing. Quick learner, Innovative, ERP, Oracle, MS Office, Tally.

To give you a better picture of what I can contribute, I've enclosed my resume, which discusses my experience and potential contributions.

Regards

Muhammad Bilal Rasool
Contact# +971555710097

Muhammad Bilal Rasool

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Visa Status: Visit Visa – **Validity:** 20-01-20. – **Availability:** Immediate.



'ACCA – (Certified) Auditor & Accountant with 10 years of experience'

Profile Summary

I am a well-experienced **ACCA – Chartered Certified Accountant** who has over **10 years** of diversified **work experience** within the **Audit, Accounts, Finance & Business administration** areas at multiple industry such as Textile, Construction, Engineering, Audit/Accounts, Retail, distribution, FMCG in **Pakistan**.

Academics & Credentials

Professional Certifications:

- | | |
|---|------|
| • ACCA – Chartered Certified Accountant - (ACCA), UK. | 2019 |
| • Certificate of Professional Ethics - (ACCA), UK. | 2014 |
| • Advance Diploma in Accounting & Business - (ACCA), UK. | 2013 |

Formal Education:

- | | |
|---|------|
| • Bachelor of Commerce - University of Karachi. | 2011 |
| • I.Com – Govt. Islamia Arts & Commerce College Karachi. | 2008 |
| • Matric – Bahria Foundation College Karachi. | 2006 |

Short Courses:

- | | |
|---|------|
| • Free Lancing – Virtual University of Pakistan. | 2019 |
| • Graphics Designing – Virtual University of Pakistan. | 2019 |
| • Magento – Online E-commerce store development – Learn Vern | 2019 |

Software Expertise:

- QuickBooks | Bizztrax - ERP | Oracle - ERP | MS Office Suite | Tally | Magento V.1.9.3 |

Skills & Vocational Strengths

Auditing | Finance | Accounting | Accounts receivable | Accounts payable | budgeting | Financial Analysis | forecasting | Variance Analysis | Payroll | Bank reconciliation | Financial Reporting | Management | VAT – UAE | Book keeping | Fixed Assets | Petty Cash | Stock counts | Data Entry | General Ledger | Procurement | IT Skills | Risk Management | Report writing | Excel | Inventory management | ERP | Internal Controls | Leadership Skills | Analytical Skills | Team Management | Time Management | Collaboration | Adaptability | Strong Work Ethic | Cross-functional | Trouble Shooting | Flexibility | Customer services | Client handling | Decision making | Innovation | Motivation | Life-long learning | Integrity | Confidentiality | Tech - Savvy |

Career Snapshot

Position	Organization	Tenure
- Assistant Manager Internal Audit	Kiwik Information Technology Co., Ltd Pakistan	Aug 2018 – Oct 2019
- Internal Auditor	Soorty Enterprises (Pvt) Ltd., Pakistan	May 2017 – Jul 2018
- Finance Officer	Mew (Pvt.) Ltd., Pakistan	Apr 2016 – Apr 2017
- Audit Senior	Rizwani Imtiaz & Co., Chartered Accountants	Nov 2012 – Apr 2014
- Accountant cum Admin Officer	HDM & Sons., Pakistan	Oct 2007 – Oct 2012

Employment Profile

Kiwik Information Technology Co., Ltd. Pakistan

Asst. Manager Internal Audit

Key Contributions & Responsibilities:

Aug 2018 – Oct 2019

- Planned and executed risk-based audit assignments as per yearly audit plans set by management.
- Issued internal audit reports ensuring the reports are clear, concise with practical solutions.
- Managed the process to track, follow-up, and ultimately close all open audit issues.
- Proactively informed senior management of significant risks or exposures related to operations and compliance with laws.
- Identified and analyzed causes of practices leading to inefficiencies in departmental performance.
- Assessing alternatives based on best practices which yields the desired results.
- Reporting to the management the findings and make recommendations based on best practices to resolve audit findings

Soorty Enterprises (Pvt) Ltd., Pakistan

Internal Auditor

Key Achievements:

May 2017 – Jul 2018

- Identified internal control weaknesses in various departments and implemented action plans to mitigate them.
- Audited factory administration activities and highlighted loop-holes along with appropriate strategies to mitigate them.
- Conducted risk-based audits of Procurement, Finance, administration & manufacturing processes.
- Successfully implemented strategies to minimize cost of running operations related to factory management.
- Conducted follow-up assignments on surprised basis to ensure implementation of suggested audit strategies.
- Monthly Work-in Progress reporting to head office.

Duties & Responsibilities:

- Managing internal audit assignments in accordance with standards and the timelines set in the annual audit plans.
- Operational audits which includes general control reviews of operations and end-to-end process reviews.
- Conducting audits which include review of all operational areas of inventory movement, loss prevention, security & HRM.
- Documenting audit procedures and conclusions, as well as written and verbal representation of audit findings.
- Communicating audit findings and relevant recommendations to concerned departments.
- Actively following up on reviews to verify that necessary corrective actions have been successfully implemented
- Ensuring audit working papers adequacy, objectives have been accomplished and all conclusions are properly supported.
- Finalizing the audit files and ensures that supporting documents and evidences are properly retained.
- Performing special tasks as assigned by the manager- Internal Audit

Mew (Pvt.) Ltd., Pakistan

Finance Officer

Key Achievements:

Apr 2016 – Apr 2017

- Successfully managed accounts and finance related tasks assigned by CFO at Branch/Head-office.
- Implication of internal controls related to procurement in order to minimize purchasing cost.
- Resolved complex issues related to vendors payments on regular basis.
- Effectively arranged and management funds for procurement, payroll, working capital, & other operations.
- Reporting & reconciliation of transactions related to Petty-cash, procurement, payroll, Vendors & purchasers.

Duties & Responsibilities:

- Providing timely and accurate information of accounts payable/receivable to relevant stakeholders.
- Assisting with procurement process of the organization to run operations.
- Reconciling supplier's monthly statements to ensure all invoices are received and processed on timely manner.
- Researching, analyzing, and reconciling complex accounting discrepancies and other issues related to supplier accounts.
- Processing payments of vendors after adequate documentation and approvals are in place.
- Processing and posting transactions in accounts receivables, accounts payables and cash records.
- Proactively and promptly responding to telephone inquiries concerning outstanding or disputed invoices.
- Reconciling periodic accounts receivables, accounts payable, bank statements, payroll and intercompany confirmations.
- Managing petty cash expenses, scrutinizing the supporting documents and the timely replenishment of petty cash.
- Participating in month end closure processes.
- Performing other duties as assigned.

Rizwani Imtiaz & Co., Pakistan

Audit Senior

Key Contributions & Responsibilities:

Nov 2012 – Apr 2014

- Running client engagements from start to finish, which includes planning, executing, directing, and completing audits.
- Working with audit team to identify and resolve client issues discovered during audit process.
- Maintaining a good working relationship with clients to enhance customer satisfaction
- Proactively interacting with key client management to gather information, resolve audit-related problems.
- Gaining understanding of client operations, processes, and business objectives and utilize that knowledge on engagements.
- Assisting in the preparation of analytical reviews from Trial balance and other information received from the clients prior to the planning meeting for discussions on any significant variances and design of suitable audit procedures.
- Planning the Assignment, including the preparation/updating of the permanent file and briefing the team.
- Attending stock-takes.
- Controlling the assignments and ensuring that each section of the assignment is completed.
- Presenting the Audit Manager/Partner with a complete assignment file with minimal review points.
- Preparing management Letter points.
- To keep time records up to date on a day-to-day basis and complete timesheets.

HDM & Sons., Pakistan

Accountant cum Admin officer

Key Contributions & Responsibilities as Accountant:

Oct 2007 – Oct 2012

- Book keeping of accounting records (invoices, expenses, purchases, payments, accruals, in QuickBooks.
- Preparing daily sales report of both cash and credit and updating relevant accounts in system.
- Following invoices routed for approval and payments to ensure timely and accurate entry in financial software.
- Processing all cash and bank payments including issuance of checks, bank transfers, arranging cash for cash payments etc.
- Preparation and reporting of daily petty cash report and future cash requirements.
- Monitors expense claims from employees and ensuring timely reimbursements.
- Documents handling of bills, supporting documents legal contracts, tax returns, contracts, reports, bank statements etc.
- Managing Payables & Receivables accounts for timely payments and recovering of bills.
- Preparing monthly payroll of staff including time sheets, loans & advances.
- Monthly bank reconciliation of multiple bank accounts.
- Monthly & Annual closing of accounts and financial reporting.
- Assisting in other day-to-day activities.

Key Contributions & Responsibilities as Admin Officer:

- Maintaining first impression of the store including interior, exterior and items on the shelves on regular basis.
- Conducting Stock counts of high value items on regular basis, warehouse facilities on monthly basis.
- Monitoring & resolving issues related to loading & unloading of consignments on regular basis.
- Ensuring bulk quantity orders are fulfilled appropriately and delivered on timely basis as per customers' requirements.
- Monitoring Stores CCTV surveillance system to ensure it is operating effectively & resolving issues on timely basis.
- Conducting walk-through test to check all the relevant security protocols to ensure controls are operating effectively.
- Handling cash counter at store as well as deposits on regular basis to banks with appropriate safety and security.
- Monthly recovery of cash from creditors and handling payments of debtors in order to run operation smoothly.
- Disbursement of monthly salaries and daily wages of labour & staff.
- Handling utility bills of store and warehouses to make sure they are paid prior to deadlines to avoid late surcharges.
- Managing closing of cash counters on regular basis as well as monthly & year-end closing.
- Reconciliation of sales, cash, bank & creditors accounts in order to bring accuracy & completeness to books of accounts.
- Introducing alternative strategies to minimize operating expenses of store as well as keeping up with store standards.

Hobbies & Interests: Learning Skills | Travelling | Reading Books | Playing Tennis | Exercising | Video Games | Languages | Listening to Music |

References: Available on request.