

Adnan Afzal

(Experienced in Accounts, Audit, VAT and Finance Profession)

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CAREER SUMMARY

A result oriented professional having "Can Do" attitude towards my professional responsibilities with more than 9 years of progressive experience in Accounts, Finance, Internal and External Audits, and Internal Controls Evaluation in diverse business domains.

EXPERIENCE PROFILE



Auditors & Advisers

Obaid Auditing (Dubai, UAE.)

From Mar, 2016 to Present

Working as Auditor

Obaid Auditing Providing Auditing, Accountancy, Book keeping, corporate finance, Taxation, and Payroll Services to its worthy Clients.

Summary of Services Offered & Provided:

- ❖ Statutory Audit of Financial Statements of the clients.
- ❖ Preparing and Presenting the External Audit Reports.
- ❖ VAT Registration, filling the VAT return and solving client issues regarding VAT.
- ❖ Preparing clients Financial Statements from Trail Balance
- ❖ Providing the internal audit services to the clients.
- ❖ Preparing the Managements Reports for the Clients.
- ❖ Clients Banks, Suppliers & Customers Reconciliation.
- ❖ Implement Quick Books System at client and train their staff.
- ❖ Preparing Audit Related Documents for the Clients.
- ❖ Stock taking and preparing the stock reports for the clients.

During My Job in Obaid Auditing I Serve the Following Clients.

- ❖ Cuisina Restaurant (External Audit)
- ❖ Ehaf Consulting Engineers (External Audit)
- ❖ Open Door Resources Management (External Audit & VAT Consultancy)
- ❖ Twothirds Design LLC (External Audit, Accountancy & VAT Consultancy)
- ❖ Activity Gate Portal (External Audit)
- ❖ Ossoli Portal L.L.C (External Audit)
- ❖ Social Media (External Audit)
- ❖ Aero Tech Contracting LLC (External Audit)
- ❖ Barjeel Aerial Photography Services (External Audit)
- ❖ Trust Interno Furniture Trading L.L.C (External Audit)
- ❖ Al Zayed Shades & Tent Industries L.L.C (Internal Audit)
- ❖ Al Rasheediah Group (VAT Consultancy)
- ❖ Red Walls Technical Services (VAT Consultancy)
- ❖ Kuttab Group (Accountancy & VAT Consultancy)
- ❖ Veterinarian for Veterinary (Financial Statement Preparation)
- ❖ Advance Engineering Workshop L.L.C (Accountancy & VAT Consultancy)
- ❖ One Roof Productions FZ LLC (Accountancy & VAT Consultancy)

AREAS OF SPECIALIZATION

- Advanced Audit & Assurance Services
- Corporate & Financial Reporting & Analysis
- VAT Consultancy
- Advanced Financial Management
- Financial Statements Preparation till Finalization

COMPUTER PROFICIENCY

Well versed with the latest versions of the following:

- 📁 Microsoft Office:
 - Microsoft Word, Excel, Power Point, Outlook
- 📁 Working knowledge and/or audit experience of essential Accounting programs such as:
 - ❖ ERP Next
 - ❖ Soft Tech ERP
 - ❖ Quick Books
 - ❖ Peachtree
 - ❖ Tally ERP
 - ❖ Other ERP Software

LANGUAGES

- English - Professional
- Urdu - Native
- Punjabi - Native
- Arabic - Basic

KEY PERSONALITY TRAITS

- Strong analytical, written/verbal communication, interpersonal skills;
- Systems knowledge and familiarity;
- Team worker, Problem solver, Disciplined & Upholding professional

PERSONAL DETAILS

- ❖ DOB: 20 Sep, 1985
- ❖ Passport #: DA1516032
- ❖ NATIONALITY: PAKISTANI

PERSONAL DETAILS

Reference will be furnished



Photo Magic Int'l LLC (Dubai, UAE)
Worked as Accounts Officer.

From Feb-2014 to Feb-2016
Quick Books System Implemented

Summary of Services Offered & Provided:

- ❖ Preparing the Financial Statements on Monthly Bases for all Branches.
- ❖ Handling the cash from sales and reconciling with sales reports.
- ❖ Preparing the Sales Comparison Reports.
- ❖ Preparing the Bank Reconciliation Reports on Monthly Bases.
- ❖ Working on Vehicle, Fire and Marine Insurance.
- ❖ Visiting the Branches on Monthly Basis for Physical Stock Taking.
- ❖ Preparing the Monthly Sales Target for all Branches.
- ❖ Coordination with External Auditor during the Annual Audit of Financial Statement.
- ❖ Any other Task/Work given by Management relating to Banks.



Masood Textile Mills Limited. (Lahore, Pakistan.)
Worked as Asst. Manager Internal Audit

From June-2011 to Dec-2013

Summary of Services Offered & Provided:

- ❖ Human Resource Management (Salaries, New appointment, Increments and Promotions, Loan and Advances, Quitals, Department Strength).
- ❖ Finance (All type of payments were routed through Internal Audit)
- ❖ Procurement (Follow up all the purchase procedure to make the purchase transparent)
- ❖ Commercial Knitting (fabric knitting at parties, their payments and stocks at parties)
- ❖ Commercial Dyeing (Yarn and fabric dyeing, their payments and stocks at parties)
- ❖ CMT (Embroidery, printing and stitching of garments at different vendors, their payment and stocks at parties)
- ❖ Waste (Follow up all the Waste sale procedure to make the Waste sale Transparent)
- ❖ Stocktaking at different Commercial and CMT parties on monthly bases.

Also Involve in Post audit of

- ❖ All commercial parties randomly to minimize the risk of fraud.
- ❖ Human Resource post audit to minimize the errors in the system at our best level.
- ❖ Purchase to make sure the purchase from authorized vendors at competitive rates

Khaliq Enterprises Pvt. Ltd. (Lahore, Pakistan.)
Worked as Accounts Officer

Sep, 2010 to June, 2011

Summary of Services Offered & Provided:

- ❖ Preparation of financial Statements (Profit and loss accounts and Balance sheet and Cash flows statements).
- ❖ Recording the stock's In/Out in the system and report the stock status to the HOD on daily bases
- ❖ Monthly stock taking of all stores within the organization.

- ❖ Budgeting for new orders to quote the competitive price.



CORAL ENTERPRISES PVT LTD

Coral Enterprises Pvt. Ltd. (Lahore, Pakistan.)

June 2006 to July, 2007

Worked as Accounts Officer

Summary of Services Offered & Provided:

- ❖ Preparation of financial Statements (Profit and loss accounts and Balance sheet and Cash flows statements).
- ❖ Preparing the exports documents.
- ❖ Recording the stock's In/Out in the system on daily bases.
- ❖ Preparation of payroll and distribute it to the employees.
- ❖ Monthly stock taking of all stores within the organization.
- ❖ Budgeting for new orders to quote the competitive price.

PROFESSIONAL QUALIFICATION

Certification

ACCA (Finalist)

Institute

Association of Certified Chartered Accountants
(ACCA - UK)



Graduation (Bachelor of Commerce)

The Islamia University
(Bahawalpur – Pakistan)

