

# Ashraf Ali

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Residence: Employer Sponsored

Driving License : Valid UAE Driving License



<b>Background</b>	Amongst my key attributes are the ability to understand, interpret and utilize complex financial information and formulas, a willingness to provide all services of treasury and fund management, the enthusiasm, motivation and work ethics to make a difference within a professional organization. Through my educational years that are <b>M.com</b> and work experience I have gained at <b>Bascorak Fzc, Spectrum Consultancy, Ministry of Finance</b> and <b>Mushtaq Akbar &amp; Company Consultants</b> . I can comfortably use it in your organization. My general working habits are Flexible, Reliable, Punctual, Working in a team, Well Presented and always learning for higher prospects. I am also able to work on my own initiative. Above all I have a positive and friendly attitude.				
<b>Professional Experience</b>	<table border="1"><tr><td data-bbox="259 777 1529 903"><b>BASCORAK FZC.</b> BASCO GROUP: RAK Free Trade Zone, Technology Park, RAK, United Arab Emirates. <b>Senior Accountant ( March 2018 To Present )</b></td></tr><tr><td data-bbox="259 903 1529 1018"><b>Spectrum Consultancy</b> National Business Center, Rawalpindi, Islamabad <b>Senior Accountant ( February 2016 – August 2017 ) (Evening Shift)</b></td></tr><tr><td data-bbox="259 1018 1529 1144"><b>Ministry of Finance ( Economic Affair Division )</b> Pakistan Secretariat Islamabad <b>Assistant to Section Officer ( April 2016 – May 2017 )</b></td></tr><tr><td data-bbox="259 1144 1529 1270"><b>Mushtaq Akbar and Company Consultants</b> Peshawar, Pakistan.(A member firm of INPACT Asia Pacific) <b>Assistant Auditor ( July 2013 to August 2015</b></td></tr></table> <p><b>Finance &amp; Accounting Services at Bascorak FZC.</b> Employed at the above place, exposure includes:</p> <ul style="list-style-type: none"><li>▶ Book keeping, finalization and analysis of financial statements components (Balance Sheet, Profit &amp; Loss, Cash flow) on monthly, quarterly and annually basis.</li><li>▶ Compliance of VAT Schedule and Quarterly filling VAT Return.</li><li>▶ Posting &amp; Review of Inter-Company Transaction</li><li>▶ Monthly management accounts preparation.</li><li>▶ Recording asset, liability and capital account transactions and analyzing variations.</li><li>▶ Accurately and efficiently maintaining book of accounts including revenue and expenses.</li><li>▶ Timely completing month end activities, including accrual, provision and Invoice credits.</li><li>▶ Supervise Bank Reconciliation on monthly basis along with reconciling entries.</li><li>▶ Liaising with external auditors and timely close annual records.</li><li>▶ Complete accounts payable cycle by receiving, processing, verifying and reconciling invoices. Invoices with identified discrepancies are communicated to vendors to resolve.</li><li>▶ Salary disbursement (WPS and Non -WPS) through banks and exchange.</li><li>▶ Monitoring of Raw Materials and its moment to production.</li><li>▶ Monitoring of Store Inventory on monthly Basis.</li><li>▶ Monitor all expenditure and perform required calculations for same.</li><li>▶ Responsible for daily reporting to Finance Manager with concern to whole activities of Finance Department.</li><li>▶ Petty cash handling &amp; other Administration works as required by the department.</li></ul>	<b>BASCORAK FZC.</b> BASCO GROUP: RAK Free Trade Zone, Technology Park, RAK, United Arab Emirates. <b>Senior Accountant ( March 2018 To Present )</b>	<b>Spectrum Consultancy</b> National Business Center, Rawalpindi, Islamabad <b>Senior Accountant ( February 2016 – August 2017 ) (Evening Shift)</b>	<b>Ministry of Finance ( Economic Affair Division )</b> Pakistan Secretariat Islamabad <b>Assistant to Section Officer ( April 2016 – May 2017 )</b>	<b>Mushtaq Akbar and Company Consultants</b> Peshawar, Pakistan.(A member firm of INPACT Asia Pacific) <b>Assistant Auditor ( July 2013 to August 2015</b>
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<b>Professional Experience</b>	<p><b>Consultant and Advisory Services at Spectrum Consultants</b>  Employed at the above place, exposure includes:</p> <ul style="list-style-type: none"> <li>▶ Booking keeping of Internationally Registered companies including Europe and America.</li> <li>▶ Payroll processing for internationally organised entities.</li> <li>▶ Managing Accounts and Finance of Local as well as International companies through contract for monthly and yearly service contracts.</li> <li>▶ Hand on experience with new assignments and projects handed over to consultants for maintaining its accounts and finance as well other legal services.</li> <li>▶ Posting of Monthly Payroll, Credit Card Transaction and Bills into Quick-books.</li> <li>▶ Performing the following task on Client's ERP "Capitol Home health Medicare USA"</li> <li>▶ Qirt ERP Post Approval Cases.</li> <li>▶ Cases Identification on Kinnser ERP &amp; Addition to Qirt.</li> <li>▶ Printing Faxes/Sending Faxes from UpDox..</li> </ul> <p><b>Finance &amp; Accounting Services at Ministry of Finance</b>  Employed at the above place, exposure includes:</p> <ul style="list-style-type: none"> <li>▶ Under National Internship Program I was selected and Posted in Economic Affair Division(EAD) of Ministry of Finance (Government of Pakistan). During My tenure in Economic Affair Division I had an opportunity to assist Officer of Asian Development Bank Section(ADB-III), Administration Section-1 &amp; Middle East Section(ME-II).</li> <li>▶ Exposure includes:</li> <li>▶ Correspondence with all relevant entities relating to Finance.</li> <li>▶ Administration work of Economic Affair Division.</li> <li>▶ Assist Section Officer for Obtaining any Loan, Grants &amp; Technical Assistance from Bilateral or Multilateral Partners of Government of Pakistan.</li> <li>▶ Liaison during Loan or Grants Signing Ceremony.</li> <li>▶ Liaison during Joint Ministerial Commission (JMC) with Bilateral or Multilateral Partners of Government of Pakistan.</li> <li>▶ Compilation of Statement for Principal Loan Amount &amp; Interest on Principal Amount.</li> <li>▶ Statement of Loan and Grants Disbursement to Provincial as well as Federal Government Projects</li> </ul> <p><b>Audit &amp; Assurance Services at Mushtaq Akbar and Company Consultants</b>  Employed at the above practices, exposure includes:</p> <ul style="list-style-type: none"> <li>▶ Maintaining basic accounts, book keeping.</li> <li>▶ Executing internal controls and audit procedures (including analytical review procedures) in accordance with the International Standards on Auditing (ISA) on various accounts head including fixed assets, inventory, revenue, accounts receivables, advances , accounts payable, withholding tax payables, expenses etc.</li> <li>▶ Preparing the Summary of Audit Differences (SAD) and client deliverable e.g. audit report, management letter and cover letter.</li> <li>▶ Exposure also involves in Manufacturing companies, Food Industry, Shoes Industry, Textile Industry (FMCG) and other services organizations.</li> <li>▶ Helped in preparing income tax &amp; sale tax return.</li> <li>▶ Reconciliation of Bank statements.</li> <li>▶ Maintaining payroll.</li> <li>▶ Other compilation.</li> </ul>
<b>Workshops</b>	<ol style="list-style-type: none"> <li>1. Learn to Earn through Freelancing ( LEF-02)  One month in-depth workshop on freelancing organise by Empower Pakistan at National University of Computer &amp; Engineering Sciences.</li> <li>2. Learn,Creat,Lead ( LCL-2015)  4<sup>th</sup> Annual Entrepreneurship Conference organise by Entrepreneurship Development Institute at Jinnah Convention Centre, Islamabad.</li> </ol>

<b>Professional Qualifications</b>	<p><b>CPA (Certified Public Accountant of Pakistan)</b> <b>(Final Module - In Progress)</b></p> <p><b>M.com ( Master in commerce)</b> 2013-14 Govt.College of management sciences No 2 Mardan (Abdul Wali khan University Mardan Pakistan)</p> <p><b>B.com ( Bachelor in commerce )</b> 2011-12 Govt.College of management sciences No 1 Mardan (Abdul Wali khan University Mardan Pakistan )</p>					
<b>Technical Expertise</b>	<ul style="list-style-type: none"> <li>▶ Accounting and Auditing Standards (IFRS/IAS/GAAP)</li> <li>▶ Financial analysis and Variance analysis.</li> <li>▶ Multitasking and Problem Solving skills.</li> </ul>					
<b>Basic Academics</b>	<ul style="list-style-type: none"> <li>▶ <b>Diploma in commerce (D.com)</b> 2009-10 Unicom college of business studies Rustam Mardan (Board of Technical Education Peshawar)</li> <li>▶ <b>Secondary School Certificate of Education, Science (SSC).</b> 2008 Sudhum Children Academy Rustam Mardan (Board of Intermediate &amp; Secondary Education Mardan)</li> </ul>					
<b>Computer Skills</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Accounting Software's</th> <th style="width: 50%; text-align: left;">Software Packages</th> </tr> </thead> <tbody> <tr> <td>Quick books, Peachtree, Client own software's, Tally, Oracle, Sap and other ERP Packages, Win HMS etc.</td> <td>Microsoft Office Suite (MS Excel, MS Word, MS PowerPoint.)</td> </tr> </tbody> </table>		Accounting Software's	Software Packages	Quick books, Peachtree, Client own software's, Tally, Oracle, Sap and other ERP Packages, Win HMS etc.	Microsoft Office Suite (MS Excel, MS Word, MS PowerPoint.)
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<b>Ideal Job</b>	<ul style="list-style-type: none"> <li>▶ <b>Sector:</b> Any</li> <li>▶ <b>Special field:</b> Accounting, Finance, External Audit and Internal Audit, Administration, Logistics</li> <li>▶ <b>Role:</b> Assistant Executive, Managerial</li> <li>▶ <b>Location:</b> Middle East, and Europe</li> <li>▶ <b>Type of Job:</b> Full time</li> <li>▶ <b>Availability:</b> 1 Month Notice Period</li> </ul>					
<b>References</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">           Mr. Noor-ul-Haq Khan Director Bulgartabac Trade FZE United Arab Emirates Phone : 055 999 29 51         </td> <td style="width: 33%; padding: 5px;">           Mr. Muhammad Usman Director Lorrah Pvt ltd. United Arab Emirates Phone: 052 292 95 76         </td> <td style="width: 33%; padding: 5px;">           Mr. Nadeem Khan Senior Accountant Soza Capital Abu Dhabi Phone: 050 131 36 48         </td> </tr> </table>		Mr. Noor-ul-Haq Khan Director Bulgartabac Trade FZE United Arab Emirates Phone : 055 999 29 51	Mr. Muhammad Usman Director Lorrah Pvt ltd. United Arab Emirates Phone: 052 292 95 76	Mr. Nadeem Khan Senior Accountant Soza Capital Abu Dhabi Phone: 050 131 36 48	
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Personal Information	Languages Proficiency	Interests & Activities
<ul style="list-style-type: none"> <li>▶ Date of birth : Feb 18, 1992</li> <li>▶ Nationality : Pakistani</li> <li>▶ Marital status : Single</li> <li>▶ Passport # : KG1817051</li> </ul>	<ul style="list-style-type: none"> <li>▶ English (Proficient)</li> <li>▶ Urdu (Proficient)</li> <li>▶ Pashto (Proficient)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Travelling</li> <li>▶ Internet surfing</li> <li>▶ Reading books</li> <li>▶ Movies</li> </ul>