



Jamal Shah

Skilled Audit, Accounting & Finance Professional

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May 11, 1991

- Self-motivated & energetic accounting professional backed by strong academic background and experience in accounts & financial operations, and internal audit/control. Equipped with extensive knowledge of internal / external audit, assets and activities control measures, corporate finance, fixed asset register, financial statement, payroll processing, ratio analysis, cash flow management, budgeting & forecasting, accounts payable & receivable, bookkeeping and reporting in line with accounting principles and procedures
- Task-focused professional with expertise in all facets of financial analysis and consultation; skilled in collaborating with all members of organization to achieve financial objectives. Instrumental in streamlining and improving processes, enhancing productivity & implementing technology solutions; adept at Oracle, SAP, and Microsoft Office Suite. Aspiring to gain position in Audit, Accounts, and Finance.
- Diligent professional with outstanding communication skills & solid commitment to establish relationships with clients. Has ability to plan & prioritize workflow to meet established deadlines. Proficient in managing and developing financial reports

CORE STRENGTHS & ENABLING SKILLS

- Accounts & Finance Management
- Accounts Receivable & Payable
- Internal Audit & Control
- Invoicing & Cash Flow Management
- Budgeting & Forecasting
- Communication & Presentation Skills
- Financial Consultancy
- IFRS, IAS & Regulatory Compliance
- Financial Reporting Skills
- Analytical & Interpersonal Skills
- Risk Assessment & Mitigation

PROFESSIONAL DIPLOMA & CERTIFICATION

- Association of Chartered Certified Accountants – ACCA (Finalist Last Two Optional Papers) – ACCA (2016)
- Advanced Diploma in Accounting and Business – ADAB, Association of Chartered Certified Accountants – ACCA (2015)
- Certified Accounting Technician – CAT, Association of Certified Chartered Accountants – ACCA (2010)

PROFESSIONAL QUALIFICATIONS

- University of Peshawar, Pakistan (2021)
M. Sc – Economics
- University of Peshawar, Peshawar, Pakistan (2016)
M.A – Political Science
- University of Peshawar, Peshawar, Pakistan (2014)
B.A – Law & Political Science

PROFESSIONAL EXPERIENCE

HIKSAL CONSUMER PRODUCTS Pvt. Ltd., Peshawar

Worked as “**MANAGER ACCOUNTS & ADMIN**”, Oct 2022 – till date

Responsibilities/Accomplishments:

- Oversee all accounting operations, including accounts payable, accounts receivable, and general ledger.
- Managed a team of accounting professionals and ensured timely and accurate completion of financial reports.
- Successfully developed and implemented accounting policies and procedures improving efficiency and accuracy.
- Analyze financial data and provide recommendations to senior management to improve profitability and reduce costs.
- Collaborated with cross-functional teams to develop and implement strategies to achieve organizational goals.
- Designed and implemented SOPs to streamline the processes of the company
- Statutory Sales Tax returns and Withholding Tax returns filings

ZRK Group, Peshawar

Worked as a “**AUDIT OFFICER**”, Dec 2021 – till Sep 2022

Responsibilities/Accomplishments:

- Conducted thorough verification of Inward and Outward gate passes to ensure accuracy and adherence to established procedures.
- Maintained robust internal controls, particularly those related to operational processes, to safeguard assets and minimize the risk of errors or fraud.
- Conducted regular stock takes to ensure accurate inventory levels and reconcile any discrepancies.
- Carried out frequent visits to raw material stores, verifying the availability and condition of stock, and ensuring proper storage and handling practices.

- Prepared comprehensive audit reports summarizing findings, recommendations, and the status of corrective actions taken.

ABDUL SAMAD GROUP

1. **ZXMC O PAKISTAN (Pvt.) Ltd., Peshawar**
2. **EVERGREEN CORPORATION**
3. **ABDUL SAMAD WELFARE FOUNDATION**

Worked as a "**MANAGER AUDIT & ACCOUNTS**", Dec 2019 – till Jun 2022

Responsibilities/Accomplishments:

- Execute operations audit and assess company operations, processes, financial, compliance and other associated risks.
- Identify opportunities for improving business processes, based on audit outcomes, to minimize risks.
- Prepare and present quality reports of audit findings and providing recommendations to Managing Director.
- Provide professional advice to other departments.
- Identify key risk and control indicators for assigned audit areas.
- Identify operational risks and make recommendations to manage risks.
- Maintain documentation for risk assessment and management processes.
- Evaluate and revise internal controls and operational and management policies/procedures.
- Ensure past audit recommendations are implemented in current audit process.

ALLIED GROUP, Peshawar

1. **MARDAN POWER (Pvt.) Ltd., Peshawar**

Worked as "**MANAGER ADMIN & FINANCE**", Jan 2016 – Nov 2019

Responsibilities/Accomplishments:

- Managed the administrative and financial operations of the company.
- Developed and implemented financial strategies to ensure the company's financial success.
- Created budgets and tracked financial performance to identify areas for improvement.
- Oversaw administrative functions, including human resources, facilities management, and procurement.
- Ensured compliance with relevant laws, regulations, and company policies.
- Prepared financial reports and presented them to senior management.
- Provided leadership and direction to the administrative and finance team.
- Collaborated with other departments to achieve company goals and objectives.
- Conducted financial analysis and provided recommendations for cost-saving measures.
- Managed vendor relationships and negotiated contracts to ensure favorable terms for the company.

2. **ALLIED STEEL, Peshawar**

Worked as "**SENIOR ACCOUNTANT**", Sep 2013 – Dec 2015

Responsibilities/Accomplishments:

- Accurately prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to institutional personnel.
- Research, track and restore accounting or documentation problems and discrepancies.
- Inform management and compile reports/summaries on activity areas.
- Function in accordance with established standards, procedures and applicable laws.

LANGUAGES

- English – (Reading, Speaking, Writing)
- Urdu – (Reading, Speaking, Writing)
- Pashto – (Reading, Speaking, Writing)