

# Awais Mehmood - ACA

## Member ICAP

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### **OBJECTIVE:**

A Chartered Accountant with diverse experience of more than 7 years of working both in industry and audit firm looking for a challenging role that leverages my comprehensive financial expertise, strategic thinking, and business acumen to drive operational efficiency, optimize financial processes, and contribute to the overall growth and profitability of an organization in line with its objectives.

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### **QUALIFICATIONS:**

**Chartered Accountant (The Institute of Chartered Accountants of Pakistan)**

H.S.S.C (Pre-Engineering) Sir Syed College Wah Cantt

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### **KEY SKILLS:**

Strong knowledge and grip over the following subject matters enabling me to manage complex and daily routine issues.

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|--|----------------------------------|----------------------------------|
| • SAP Business One                       | • Quick books, Ubank             | • Ability to prioritize workload |
| • Corporate finance                      | • Working capital management     | • Leadership skills              |
| • Tax compliances                        | • Billing / Invoicing            | • Team building                  |
| • Customer Relationship Management (CRM) | • IFRS / ISA's                   | • Training and development       |
| • Performance measurement                | • Corporate compliance           | • Effective communication skills |
| • Financial Reporting                    | • Horizontal & vertical analysis | • Interpersonal skills           |
| • Financial Analysis                     | • External Audit                 | • Internal controls evaluation   |
| • Management Accounting                  | • Ratio analysis                 |                                  |
| • Bookkeeping                            | • Budgeting                      |                                  |
| • Credit control and Receivables         | • Analytical skills              |                                  |
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### **EXPERIENCE / ACHIEVMENTS:**

#### **1 PAKISTAN MNP DATEBASE (G) LTD (AM FINANCE - FEB 2021 TO PRESENT)**

##### **KEY ASSIGNMENTS / PROJECTS:**

##### **REPORTING TO HOF**

During my professional experience at PMD, I have been actively involved in various projects which were successfully completed.

- ❖ *Implementation of SAP Business one (ERP) and successful data migration from Quick Books to SAP B1.*
- ❖ *Inhouse development of Customer Relationship Management (CRM) System with development team.*
- ❖ *Integration of CRM system with SAP B1 for auto processing of invoicing and receipts.*
- ❖ *Successfully negotiated more than PKR 500m credit line with the bank at the lowest possible rate.*
- ❖ *Optimization of interest income and interest expense.*

**ROLES & RESPONSIBILITIES:**

- Review and supervision of timely processing of bank payments / receipts from customers.
  - Assist the Head of Finance in the preparation of the company's annual budget involving various projections with respect to revenue and support contracts.
  - Ensure filing of monthly sales tax returns and withholding tax statements within prescribed timelines.
  - Billing and Invoice generation on each month-end along with payment follow-ups from clients.
  - Credit control, age analysis, accounts receivable / payable management.
  - Preparation of monthly variance analysis reports for presentation to the CEO.
  - Worked as part of the business development team for sales and commercial projects.
  - Lead meetings of the Board of directors for finalization of company's audited financial statements.
  - Supervise optimization of interest income and interest expense.
  - Supervision of monthly closing of management accounts within seven days of month-end.
  - Preparation of working papers for statutory audit of Company and Provident fund (PF) accounts.
  - Liaison with the Company's bankers, tax/legal advisor.
  - Preparation and processing of payroll.
  - Compilation of product prices and negotiation of contract terms with clients.
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**2 ZAHIR KHAN & BROTHERS (ZKB GROUP), (AM FINANCE - Jan 2020 to Feb 2021)****ROLES & RESPONSIBILITIES:****REPORTING TO CFO**

- Prepared periodic and annual, separate & consolidated financial statements covering 40 projects and ensured compliance with IFRS including IFRS 7,9,13,15 &16.
  - Lead and supervised the implementation of IFRS 15 across the organization.
  - Closely monitored the sales recognition process as per IFRS 15 and ensured corresponding COGS are accurately recognized in accordance with IFRS 15.
  - Performed periodic revenue reconciliation and resolved any discrepancies to ensure accurate financial records.
  - Prepared general ledgers, fixed assets schedules, CAPEX requirements and managed customer accounts.
  - Supported various financial activities including acquisition analysis, variance analysis, pricing, and costs analysis for construction projects, and monitored key performance indicators (KPIs).
  - Executed end-to-end core financial processes, including processing transactions, vendor payments and reconciliations, accounts receivables, ageing analysis, stock takes and stock reconciliations, accounts payable, operational expenses, valued added tax (VAT), inventory, and investment management.
  - Worked closely with CFO to prepare budgets, forecasts, and modelled anticipated revenue charts to accurately track Company's performance by project wise and on consolidated basis.
  - Prepared and distributed internal and financial reports and financial statements for various stakeholders including banks and coordinated company's internal, external, and financial audits prior to deadline dates.
  - Improved overall financial reporting by streamlining control processes and reporting structures
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**3 NAWA-I-WAQT / THE NATION MEDIA HOUSE (AM BRANCH - Aug 2019 to Jan 2020)****ROLES & RESPONSIBILITIES:**

- Managing Billing of Circulation and Advertisement and recovery from both Accredited and Non-Accredited agencies
  - Daily reporting of income and expenses to head office Lahore.
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**4 GRANT THORNTON ANJUM RAHMAN, CHARTERED ACCOUNTANTS, (GT) ISLAMABAD  
(June 2015 to Dec 2018)**

**ROLES & RESPONSIBILITIES:**

Worked as a Senior Associate Auditor in Grant Thornton Anjum Rahman, on planning, execution and finalization of statutory audits of various clients with the following key roles and responsibilities.

- Planning audit and related assurance engagements by developing an understanding of the entity, its industry and applicable laws and regulations.
- Perform thorough risk assessment including risk of material misstatement due to fraud and identify key audit risk area for planning.
- Coordination with audit team to define the extent of planned audit procedures and progress of the engagement.
- Review and assessment of internal control procedures and designing and performing tests of controls for specific areas.
- Review substantive audit procedures performed by the audit team and ensure the procedures performed are in line with International Standards on Auditing (ISA),
- Being accountable to audit manager for timely completion of engagement within agreed timelines.
- Identifying areas requiring improvement in the clients' business processes and possible recommendations.
- Establishing positive working relationship with the audit clients and other stakeholders.
- Provide coaching and training to junior staff through sharing experience and knowledge whilst ensuring to contribute towards effective teamwork; and
- Perform concluding activities and draft audit reports and cover letter.

**Oil & Gas Sector**

Ados Pakistan Limited (Listed) – Annual Audit  
Ados Pakistan Limited (Listed) - Half Year Review Engagement

**Financial / Banking Sector**

The Bank of Khyber – Annual Audit  
The Bank of Khyber - Half Year Review Engagement  
The Bank of Khyber - Internal control financial reporting (ICFR)

**Construction**

NLC Pearl Precast (Pvt) Ltd - Annual Audit - GT Pakistan

**Non-Government Organizations**

Foundation of Integrated Development Action (FIDA) – Annual audit  
Five years certification on grants & donations received in Pakistan by (FIDA)  
Penny Appeal – Annual Audit

**Others**

United Nation Military Observer Group – UNMOGIP Post Stores – Annual Audit  
Audit Oversight Board – Annual Audit

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**COURSES & TRAININGS:**

- SAP Business One **Abacus Consulting (Pvt) Ltd**
- Digital Transformation **MDi Pakistan**
- Presentation and Communication Skills Course (PCSC-I) **SBM Rawalpindi (2017)**

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**PERSONAL INFORMATION:**

- Nationality: **Pakistani**
- Marital Status: **Single**
- Language Proficiency: **English and Urdu**
- Geographical Preference: **Willing to relocate and can travel for official assignments.**