

Muhammad Arif

Accounting and Finance Professional / Senior Audit Associate
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Objective To obtain a responsible position in an organization that challenges my skills and utilizes my years of experience in Accounting & Finance, Audit & Assurance related services and that offers me a consistently stable and positive atmosphere to enhance my professional skills. My goal is to become a valued asset.

Summary of Career

- An experienced professional in the field of accounting, finance, IFRS, auditing, finalization, company law, statutory compliance, risk assessment and capacity evaluation with practical experience of 8 years.
- Executed and delivered numerous audit and non-audit assignments in various sectors which include manufacturing, banking, service industry, oil & gas, government sector and development.
- Adept in preparation & presentation of financial statements as per applicable financial reporting framework & regulatory requirements.
- Excellent communication skills, both verbal and written.
- Experienced in leading a team of 3 to 6 audit team members.

Education & Qualifications



	Year/Session
Chartered Accountancy (Institute of Chartered Accountants of Pakistan)	
- CFAP (Certified Finance and Accounting Professional)	In progress
- CAF/CA-Inter (Certificate in Accounting and Finance)	Spring 2015
- CA Foundation	Spring 2013
University of Peshawar	
- Masters in Economics	2015
Kohat University of Science and Technology	
- Bachelor of Arts (BA)	2010
Board of Intermediate and secondary education Peshawar	
Higher secondary school certificate	2006
Board of Intermediate and secondary education Kohat	
Secondary school certificate	2004

Professional Experience



Prime Steel Industry
Position: Manager Internal Audit
April 2021 till Date

Intax Consulting Pvt Limited
Position: Assistant Manager Audit & Assurance
August 2019 till March 2021



Anjum Asim Shahid Rehman & Co, Chartered Accountants
Position: Audit Associate
September 2014 to December 2014



Naveed Zafar Ashfaq & Co, Chartered Accountants
Position: Senior Audit Associate
June 2015 to July 2019

Naveed Zafar Ashfaq Jaffery & Co. is a member firm of Prime Global International (one of the top ten firms worldwide) ranked "Category A" firm by State Bank of Pakistan and rated "Good" by Institute of Chartered Accountants of Pakistan in its quality control review, working in Pakistan since 1995.

Job Responsibilities

- Plan, lead and execute external audits and other assurance services as per professional requirements and in accordance with International Standards on Auditing / International standards on Review Engagements and as per Prime Global International methodology.
- Ensure that entity's financial statements are prepared in accordance with International Financial Reporting Standards/International Accounting Standards and are in compliance with the local laws & regulations.
- Drafting of audit reports, cover letter to the Board of Directors, agreed upon reports and management letters etc. highlighting internal control weaknesses, non-compliances with laws & regulations and recommendations to overcome weaknesses.
- Supervising, coordinating and appraising of work of junior staff on audit methodology and practicalities in auditing and accounting.
- Present solutions to the client, for improving the internal controls as well as addressing complex business issues; in order to help the organizations enhance profitability and improve the cash flows.
- Assess business risks, corporate governance, internal control environment, effectiveness of design and operations of internal controls
- Review and analyze financial information of companies to identify risks and incorporating appropriate risk mitigating strategies in the audit approach
- Obtaining a thorough understanding of the nature of the client's business, the business and regulatory environment in which it operates, SWOT analysis, identification of critical success factors, key performance indicators and understanding of its major business processes
- Experienced in auditing under various IS and ERP environment, including SAP, Oracle Financials, Sidat Hyder Financials etc.

Experience and Industry Exposure

I worked as a team leader as well as a team member and worked collaboratively with partners of the firm in external auditing along with providing other assurance services to the following companies & organizations including statutory audits in accordance with International Standards on Auditing.

		Audit for Year Ended
Banking Sector	- Sindh Bank Limited	December 31 2018
	- Askari Bank Limited (Agreed upon procedures)	2016
Real Estate Sector	- Future Developments Holdings (Private) Limited	June 30 2017/2018
	Capital smart city is a project of Future Development Holdings Pvt Ltd	June 30 2018
Oil and Gas Sector	- Mari petroleum Limited	
	Joint Ventures - Sujawal Block/Ghourli Block/Ziarat Block	June 30 2016/2017
	Mari Seismic Unit	June 30 2016
Government Sector	- Oil and Gas Regulatory Authority (OGRA)	June 30 2016/2017
Non Profit Organizations	- NRSP- Small Grants and Ambassador Support Fund Program	June 30 2017
	- Research and Development Solutions (Private) Limited	June 30 2016
	- USAID-Citizen's Voice Project (CVP)	2017
	Pre-Award Assessments of USAID Grantees	
	- Community Appraisal and Motivation Program	June 30 2014
	- Tameer e Millat Foundation	June 30 2018
	<i>Tameer e Millat Foundation is an associate entity of Shifa International Hospital</i>	

Service Providers	<ul style="list-style-type: none"> - Knowledge Platform (Private) Limited - J & Z Generic Systems (Pvt) Limited - Square Distribution Marketing Systems (Pvt) Limited 	Audit for Year Ended June 30 2016 June 30 2015 June 30 2016
Trading Organizations	<ul style="list-style-type: none"> - Trillium Information Security Systems (Pvt) Limited - Trillium Pakistan (Pvt) Limited 	June 30 2015/18 June 30 2015
Manufacturing	<ul style="list-style-type: none"> - Himont Nutrition Private Limited - Horizon Industries (Private Limited) 	June 30 2017/2018 December 31 2018
Seminars & Trainings	<ul style="list-style-type: none"> • Attended the internal training sessions organized by Naveed Zafar Ashfaq Jaffery & Co. Chartered Accountants on professional development of its associates. • Presentation and Communication Skills Training Course – SBM (School of Business and Management) 	
Computer & Software Skills	<ul style="list-style-type: none"> • Microsoft Office Suite (MS Excel, MS Word, MS PowerPoint, MS Outlook) • Internet & Microsoft Windows 10, 8,7 & XP • Experienced in auditing under various IS and ERP environment, including SAP, Oracle Financials, QuickBooks etc. 	
Personal Details	<ul style="list-style-type: none"> • Date of Birth: August 02, 1988 • Gender: Male • Religion: Islam • Nationality: Pakistani • Marital Status: Married • Languages known: English, Urdu & Pashto 	
Hobbies	<ul style="list-style-type: none"> • Playing Cricket, GYM workout and running 	
Reference	<ul style="list-style-type: none"> • Najamudin Shad - Director in Naveed Zafar Ashfaq Jaffery & Co.(0336-5307918) • Muhammad Hanif Khattak - Director A&C Directorate General of Civil Defence 	