



Syed Muhammad Wajahat Ali Shah

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ABOUT ME

"I am an ACCA (Finalist F-9) with extensive knowledge in the fields of accounting, auditing, and taxation, complemented by specialized education in commerce. I have enriched my understanding through my professional experience at **TOYOTA Motors Company** (Automobile industry) & **IJAZ & CO (Accounting Firm)**. Through effective teamwork and my diligent efforts, I have successfully conducted audits, ensuring compliance with Pakistan's tax laws, **IFRS & GAAP standards**. I eagerly anticipate collaborating with leading organizations to advance my career and contribute added value to the professions of auditor and accountant."

WORK EXPERIENCE

06/2023 – CURRENT Peshawar, Pakistan

ACCOUNTS OFFICER TOYOTA KHYBER MOTORS

- **Financial Accounting:** Maintain precise and current financial records, encompassing the inputting of journal entries, managing payables, receivables, and entries in the general ledger.
- **Audit Assistance:** Aid in both internal and external audits by preparing documentation, addressing auditors' queries, and resolving any arising issues.
- **Financial Reporting:** Produce financial reports such as income statements and balance sheets.
- **Accounts Payable and Receivable:** Oversee accounts payable by processing invoices from suppliers. Administer accounts receivable by issuing invoices to customers and monitoring payments.
- **Bank Reconciliation:** Harmonize bank statements with the company's financial records to guarantee accuracy and pinpoint discrepancies.
- Additionally, adeptly overseeing the owner's expenses and investments as a dedicated Personal Assistant, ensuring meticulous supervision and strategic management of financial affairs.

06/2021 – 05/2023 Peshawar, Pakistan

AUDIT ASSOCIATE IJAZ AHMAD & CO (AUDIT FIRM)

- **Holistic cost audits of industries** such as steel manufacturing industries in the province of Khyber Pukhtunkhwa (KPK), Pakistan. **Identification of huge cost gaps** and anomalies by thoroughly auditing the cost and financial statements the Steel and tea Manufacturing industries. This helped in saving tax money for our clients.
- Working with the cited industries, very closely, to monitor and identify the **effects of different product designs and qualities on cost** of a product affecting the revenues saved.
- Analyzation and performance of detailed audits of cost reports related to different categories of companies.
- Successful in providing **detailed reports** specifying and comparing factors affecting prices and profitability of products or services and identifying its impacts on the Tax Savings for the clients.
- **Identified control gaps in Costing processes**, procedures and systems through in-depth research and assessment and suggested methods for improvement.
- **Analyzed data and findings to** prepare reports detailing financial information.
- **Supervised Team** in an efficient manner to complete tasks on hand effectively and efficiently.
- **Made annual and monthly Tax Filing of Taxpayers** as per the Tax Laws implemented in Pakistan for the time being.
- Proved successful working within tight deadlines and a fast-paced atmosphere.

EDUCATION AND TRAINING

2020 – CURRENT Peshawar, Pakistan

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS ACCA FINALIST (F-9) SKANS School of Accountancy

The ACCA covers financial accounting, auditing, taxation, and business concepts. Core content areas include FAR, AUD, REG, and BEC. Occupational skills involve financial analysis, auditing and assurance, taxation expertise, business advisory, and ethical adherence.

Field of study Accounting & Finance | **Level in EQF** EQF level 5 | **Number of credits** 158

2020 – 2021 Peshawar, Pakistan

ACCA DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 2) Skans

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

ADDITIONAL INFORMATION

HOBBIES AND INTERESTS

Hobbies and interests

- Automobile Enthusiast
- Photography Enthusiast
- Adventure Traveler
- Tech Innovator
- Continuous Learning
- Sports
- Gaming

SKILLS

Microsoft Office

- "Proficient in the advanced utilization of Microsoft Office, with a particular emphasis on Excel for data analysis, complex calculations, and financial modeling.
- Additionally, skilled in creating dynamic and visually compelling presentations using PowerPoint, showcasing the ability to convey information effectively and engage audiences with impactful visual elements."