



Daniyal Farooq

Chartered Accountancy (ICAP)

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Professional Summary

Diligent and results-oriented Accounts & Finance Professional with a proven track record of delivering accurate financial management and strategic insights. Possessing comprehensive expertise in financial analysis, reporting, budgeting, and regulatory compliance. Moreover, have more than 5.5 years' experience in **Auditing** (Internal & External) & **Tax** matters.

Thorough knowledge of Accounting and Auditing standards (IFRS & ISAs) as well as proficiency in all MS Office programs. Seeking a more challenging role to leverage my skills and experience to contribute effectively to a dynamic and growth-focused organization.

Work History

December 2022 – Assistant Manager Accounts & Finance

Current Knowledge Platform (Pvt) Ltd.

Roles & Responsibilities

- Monitor and analyze accounting data and produce financial reports (management accounts)/ financial statements
- Ensuring accurate and timely accounting reporting; monthly, quarterly, and year-end close
- Meets accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Confirms financial status by monitoring cash flows
- Maintains accounting controls by maintaining chart of accounts and defining accounting policies and procedures
- Preparation/Reviewing bank reconciliations statements and clearance of pending transactions.
- Filing of monthly/quarterly Withholding Tax Statements and Monthly Sales Tax Returns.
- Release of routine payments, payroll processing & liaison with banks.
- Assisting in the implementation and realization of new procedures and projects to improve the workflow of the department
- Coordinating with Auditors and assisting in audit completion.
- **Other Achievements;**
 - ❖ Implementation of ERP software (AP, AR & HR Module).

November 2021 – Manager Accounts

November 2022 Six Sigma Travels Groups

(1 Year) Roles & Responsibilities

- Monitor and analyze accounting data and produce financial reports/statements & Producing management accounts
- Ensuring accurate and timely accounting reporting; monthly, quarterly, and year-end close

- Meets accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Confirms financial status by monitoring cash flows; coordinating the collection, consolidation, and evaluation of financial data; and preparing special reports
- Maintains accounting controls by maintaining chart of accounts and defining accounting policies and procedures
- Maintaining the accurate and timely processing of general ledger reconciliation and journal entries
- Reviewing bank reconciliations statements and clearance of pending transactions.
- Verifying & approving routine payments (Petty Cash, Vendor payments)
- Assisting in the implementation and realization of new procedures and projects to improve the workflow of the department

November 2017 – Senior Audit Associate

November 2021 UHY Hassan Naeem & Co. Chartered Accountants

(4 Years) Internal Audit Assignments

a) Defence Housing Authority Islamabad-Rawalpindi (1.5 years):

- As a team member roles and responsibilities included Assessment of Internal Controls including but not limited to Financial Controls, Human Resource Management Controls, Inventory/Procurement Controls & checking compliance with internal policies and relevant tax laws (Income Tax withholding etc.)
- Identification of weaknesses in controls, recommending improvements & issuance of semi-annual reports to the board
- Review of Bank Reconciliation Statements
- Assisting management in preparation and management of Payroll database (Payroll sheet; Allowances, Deductions, Tax etc. and Provident Fund; Final Settlement, Loan, Payments, Recoveries etc.).
- Assisting management in Bookkeeping of routine business transactions.
- Also included Internal Audit of Sub-Accounting Units (Associates of DHA) namely DHAI Education System (APS Schools), DHAI Teleman & Jungle Restaurant.

b) Maryam Memorial Hospital (Pvt) Limited (One-off Assignment)

- Worked as Job In-charge and duties involved assessment of controls such as Financial Controls, Human Resource Management Controls, Inventory/Procurement Controls & checking compliance with internal policies and identification of risks and recommending improvements.
- Issuance of report to Board of Directors
- Assisting management in preparation of Financial Statements

External Audit Assignments

- Statutory/External Audit of various entities including;
 - ✓ Pakistan Stock Exchange Brokerage Houses (Askari Securities Etc.)
 - ✓ Hospitals
 - ✓ Schools & Provident Funds (DHA, Transworld Associates etc)

- ✓ Higher Education Commission Council-NBEAC
- Pharmaceutical entity & Software House
- **Roles and Responsibilities** included preparation & review of working papers and supporting documentation for audit finding
- Identified management control weaknesses and provided value added suggestions for remediation.
- Supervised and trained junior audit staff in how to effectively conduct audit.

In addition to above;

- Carried out **System Audit** and **Agreed Upon Procedures**.
- Took part in firm's Quality Control Review conducted by the ICAP
- Filing of miscellaneous SECP forms for various entities e.g. Form 29, Form A, Form 3 etc.
- Filing Income Tax & Sales Tax Returns
- Assisted entities in **preparation of Financial Statements** as per Applicable Financial Reporting Standards and Companies Act 2017

Education

July 2013 – Professional Education

Current Chartered Accountancy

Institute of Chartered Accountants of Pakistan

- Successfully completed **AFC Stage (CA Foundation)**
- Successfully completed **CAF Stage (CA Inter/ Part Qualified)**
- **CFAP Stage** is in progress (**CA Final**)

Academic Qualification

Jan 2013 – Bachelor of Commerce (B.Com)

Dec 2014 Riphah International University

- GPA 3.35/4.00

Jan 2011 – I.Com

Dec 2012 Orient International Commerce College – Rawalpindi Board

- Marks in percentage **79%**
- Studied on scholarship for I.Com at Orient International Commerce College.

Jan 2009 – Matriculation (Science)

Dec 2010 Rawalpindi Board

- Marks in percentage **64%**

Certificates

Certificate of **E-Commerce Management and Freelancing** (Digiskills-Ministry of I.T Pakistan)

Certificate of **Presentation and Communication Skills Course** (ICAP)

Skills

❖ Technical Skills

- **Financial** Analysis & Reporting
- **Taxation** & Regulatory Compliance
- **Audit:** Internal Audit & External Audit
- In depth knowledge and understanding along with applicability of **IFRS & ISAs**
- Knowledge of Accounting ERPs e.g. QuickBooks, Sidat Hyder etc.
- Fully conversant & familiar with the use of **relevant Laws** E.g. Income Tax Ordinance 2001, Companies Act 2017, Sales Tax Act 1990
- In depth knowledge of Microsoft Office (MS Excel, MS Word & MS Powerpoint)

❖ Analytical Skills

- Ability to understand operations and driving quick solutions to problems.
- Critical thinking: evaluating information objectively
- Attention to Details: Noticing and addressing even small discrepancies/issues
- Risk Assessment: Identifying potential risks and assessing their impact

❖ Other Skills

- Team lead; act as leader in managerial role and take initiative
- Strong Presentation skills
- Communication skills: conveying information clearly and effectively

Personal Information

- ✓ Father's name : Ch. Farooq Ahmad
- ✓ Date of Birth : 19th February 1997

Languages

- ✓ English
- ✓ Urdu
- ✓ Punjabi

About me

Well organized, Self-motivated and Excellent Presentation and Communication skills.

Believe in Hardwork, Courtesy & Honesty. Love helping others.

Extracurricular includes Cricket, Travelling, Comparative Religion, Islamic History & Islamic Eschatology.

Reference(s)

- ✓ Name : Sara Benish, ACA
- ✓ Relation : Manager (Knowledge Platform)
- ✓ Contact no. : +92 331 5398053

- ✓ Name : Danyal Manzoor, ACA
- ✓ Relation : Ex Audit Manager (UHY Hassan Naeem & Co. Chartered Accountants)
- ✓ Contact no. : +92 345 2818778