

# Farooq Durrani, ACCA

Current location: Peshawar, Islamabad, Pakistan  
Age: 34 Years  
Marital status: Married  
Voice: 03333899003 ,03009355638  
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## Professional Summary

Experienced financial professional with a proven track record in accounts and finance management. Skilled in overseeing financial operations, analyzing data, and implementing strategies to drive efficiency and profitability. Strong expertise in financial reporting, budgeting, forecasting. Detail-oriented and adept at maintaining compliance with regulatory standards while optimizing financial performance. Excellent communicator and team player, capable of collaborating cross-functionally to achieve organizational goals. Dedicated to delivering accurate and timely financial insights that inform strategic decision-making and foster sustainable growth.

## Practical Experience

### Maya Gas Pvt. Ltd

Jan-24 till present



Maya Gas Pvt. Limited is Oil & Gas distribution company from its own gas field located in Jhund to its CNG stations based in Islamabad and Rawalpindi and also in KPK region. It has also got CNG stations in Hyderabad as well as petrol pumps in various places.

### Accountant

My job duties include the following:

- To Monitor all the supplies loadings & unloading.
- To distribute all the gas demands to different stations on timely basis.
- To properly account for all the weightage of gas and sort out any discrepancy in unloading and loading in CNG's.
- Daily recording of Sales & Expenses of each individual station and then integrating it to one Sheet.
- Making of monthly Cash flow and Profit & Loss.
- Calculation Of Payroll of all staff of each station individually and accumulated.

### Rehman Group of Travels

Feb-22 till Dec-23

Rehman Group of travels having its Head office Islamabad, also having branches in various cities of Pakistan and also had a medical center, Pharmacy and laboratory.



### Accounts Analyst

### My job duties include the following:

- Managing cash office
- Doing Internal Audits of Medical Center, Pharmacy and Laboratory
- Managing and tracing Receivables
- Maintaining accounts and Daily posting of entries
- Managing Financial statements
- Making Sales reports on fortnightly Basis
- Branch reconciliations

### ARIF AL MARI REAL ESTATE & CONSTRUCTION FIRM (UAE - DUBAI)

June 2019 to January 2022

**Arif Al Marii** is a real estate business along with its construction projects in various locations. It has got its own buildings given out as investment properties.

### Finance officer

#### My job duties include the following:

- Plan, direct and control accounting and financial operations.
- Prepare reports and documents covering accounting transaction for management reviews.
- Ensures that accurate records are kept by standard practice
- Maintains accounting ledgers by verifying and posting account transactions
- Advise and work with company management to meet financial goals
- Oversee vendor payments and payroll processing
- Monitor key performance indicators and financial trends

### MKB GROUP

March 2017 to March 2019



MKB Group is group of Companies, with its own unique growth factor, involved in the manufacturing of Polypropylene Woven Floor Mats, Polyethylene Film / Bag.

### Accountant

#### My job description defined scope of my work as follow:

- Preparation of Financial statements in accordance with the requirements of International Financial Reporting Standards (IFRS) and company's ordinance.
- Carrying on the overall analytical review of financial statements with preparing Variance analysis reviewing differences from those of budgeted targets with actual results.
- Verification of vendor accounts by reconciling monthly statements and related transactions
- Disbursing petty cash by recording entry; verifying documentation.

### Zahid Jamil & Co

February 2016 to March 2017

(Affiliated with Prime Global, Global network of Audit & Assurance Firms)

Zahid Jamil & Co is the leading local Chartered Accountants firm in Pakistan with presence in all major cities of Pakistan

### Audit Associate

#### My job description defined scope of my work as follow:

- Preparation of Financial statements in accordance with the requirements of International Financial Reporting Standards (**IFRS**) and company's ordinance.
- Discussing issues arising during the audits with respect to the proper implementation of the International Financial Reporting Standards (**IFRS**) and recommending the proper adjustments and disclosures.
- Carrying on analytical review of financial statements and concluding significant variations of transactions within the financial statements ensuring that these are in the knowledge of management.

**Major areas of expertise include:**

- Vouching
- Receipts and Payments Ledgers
- Maintenance of Asset Register
- Reconciliations

## KEY SKILLS:

- Managing Daily Transactions
- Preparing Receivables & Payables Accounts
- Bank & GL Reconciliation
- Branches Reconciliations
- Financial statement Preparation
- Petty Cash Management
- Variance analysis
- Cash and bank management
- Book Keeping
- Aged Debtor Analysis
- Audits

## PROFESSIONAL QUALIFICATION

Qualification	Institute	Year	Country
ACCA	The Association of Chartered Certified Accountants	2017	U.K
CAT	Certified Accounting Technician	2014	U.K
B.A	University of Peshawar	2011	Pakistan

## IT SKILLS

- Worked on Quick books, Tally, Exalted,
- Proficient in M.S Office