

Muhammad Zeeshan Rafi

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Lahore, Pakistan

Professional Summary and Objective

To be a part of a dynamic environment with challenges and opportunities to excel professionally and contribute significantly towards the organization's growth.

Qualifications

Professional

Qualification

Professional Body

CFAP Cont.

Institute of Chartered Accountants of Pakistan

CAF

Institute of Chartered Accountants of Pakistan

Academic

Qualification

Institution

Bachelor of Arts (Economics)

University of Punjab, Lahore, Pakistan

Intermediate (Commerce)

Punjab Group of Colleges, Lahore, Pakistan

Matriculation (Science)

The Cambridge School, Lahore, Pakistan

Industry Experience

1. Rozi Food Industries – Manager Finance & Accounts in Pakistan Star (Private) Limited from June 2020 till the present.

Job Responsibilities

- Manage all financial and accounting processes, including general ledger, accounts receivable and payable, payroll, and inventory management.
- Prepare financial statements and reports, including balance sheets, income statements, cash flow statements, and variance reports.
- Develop and monitor budgets, forecasts, and financial plans, ensuring compliance with financial regulations and company policies.
- Collaborate with external auditors and tax consultants to ensure compliance with legal and regulatory requirements.
- Implement and oversee financial controls and processes, promoting efficiency and effectiveness in financial operations.
- Train and supervise junior staff members, ensuring accurate and timely processing of the financial transaction
- Technological advances and accounting systems to be used for financial purposes.
- Reporting channel – Reportable to the Chief Executive Officer.

2. HY Group – Asst. Manager Accounts in HY Enterprises (Private) Limited from December 2018 till May 2020.

Job Responsibilities

- Assisted in the preparation of financial statements and reports, including balance sheets, income statements, and cash flow statements.
- Maintain fixed asset register to ensure accurate capitalization of fixed assets as per the company's policy and record of depreciation expense.
- Monitor and manage accounts receivable and payable, ensuring accurate and timely processing of invoices and payments.
- Verification and approval of vendors' invoices, booking and withholding tax deduction thereon before releasing payments to them, aging report, and quarterly reconciliations.
- Participate in budgeting and forecasting activities, providing input and analysis to support decision-making.
- Collaborate with internal teams to ensure compliance with financial policies and procedures.
- Assisting in tax compliance activities, ensuring timely submission of tax returns and payments.
- Reconcile bank statements and accounts, identifying and resolving discrepancies.
- Cash management and its handling as per company's guidelines.
- Reporting channel – Reportable to the Business Unit Head and Chief Financial Officer.

3. Abraaj Group – Senior Accounts & Finance Executive in Gate Health Care Pak 1 (Private) Limited from April 2018 till November 2018.

Job Responsibilities

- Bookkeeping.
- Preparation and presentation of quarterly financial statements.
- Verifying monthly payroll working to ensure appropriate deduction of withholding tax, advances against salaries, EOBI, and social security expenses.
- Petty cash management.
- Help consultant with the monthly filing of the sales tax return.
- Help consultant with the monthly filing of withholding tax statements.
- Reporting channel – Reportable to the Chief Financial Officer.

Articles Experience

Zulfiqar Ahmad and Company Chartered Accountants from May 2014 to November 2017

Have been involved in statutory audits in compliance with Local Laws and Regulations, International Financial Reporting Standards (IFRS), and International Standards on Auditing (ISA):

SIGNIFICANT INDUSTRIES AND CLIENT PORTFOLIOS WHERE I HAVE WORKED AS A TEAM LEADER ARE AS FOLLOWS:

- Extensive exposure to the practical application of International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA)
- Comprehensive system study of the business processes of entities, which involves documenting and critically reviewing all significant accounting streams, identifying weaknesses in the control systems, evaluating their impact on the financial statements, making recommendations, and communicating them to management.

- Checking compliance with Independence and Ethics guidelines issued by ZAC.
- Developing and maintaining relationships with clients.
- Execution of engagement reviews.
- Leading Quality Control Rating work.
- Understanding of the client's business and industry.
- Performing horizontal, vertical, and various other variance analysis and ratio analyses at the group & company levels.
- Audit and preparation of Provident fund Accounts.

Trading Industry	Manufacturing Industry
<ul style="list-style-type: none"> • Levi's (Private) Limited 	<ul style="list-style-type: none"> • Diamond Paint Industries (Private) Limited • Standard Metal Closure (Private) Limited • Pepsi Cola International
Construction Industry	Service Industry
<ul style="list-style-type: none"> • Volvo (Private) Limited 	<ul style="list-style-type: none"> • Lumen Soft Technologies (Private) Limited • Overseas Courier Service (Private) Limited • SATMAP Services (Private) Limited • Shapes (Private) Limited

Professional Courses and Workshops

Participated in and attended the following training courses and workshops:

- International Financial Reporting Standards.
- Code of Corporate Governance.
- Income Tax and Sales tax.
- Certificate of Computer Practical Training (CCPT) of Pakistan's Institute of Chartered Accountants.
- Presentation and Communication Skills Course (PSCS-II) of Pakistan's Institute of Chartered Accountants.

Computer Skills

- Working knowledge SAP Business One, QuickBooks, and Customized ERP.
- Proficient at using major applications of Microsoft Office (including Excel, Word, and Outlook).

Personal Data

Father's Name: Khawaja Rafi Ahmad

Nationality: Pakistani

Languages: English, Urdu (Mother language), and Punjabi

Personal Interests: Playing cricket, chess, and traveling

Availability

One-month notice period.