



Zain-Ul-Abidien

Accountant | Bookkeeper | Auditor

I want to be a leader in the field of Chartered Accountancy and give my knowledge a practical reflection through my hard work and self-determination. I want to make a perfect match between my skills and objectives of organization I worked for. My ambition is to be an efficient and effective resourceful person for the profit and growth of my organization. Currently I am seeking a challenging position in a dynamic organization to demonstrate the skills and abilities with the aim to contribute towards organizational success to the best of my potential and to utilize opportunities to achieve a self-professional growth.

Contact

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Email

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Address

Islamabad, Pakistan

Education

2017-till date

Chartered Accountancy

Institute of Chartered Accountants of Pakistan

2014-2016

Intermediate

Peshawar Model Degree College

Expertise

- Bookkeeping and Accounting Softwares
- Financial Reporting
- Leadership Ability and Staff Development
- Risk Assessment and Monitoring Compliance
- Audit & Assurance Services
- Remote Working
- Microsoft Office

Sectors

- Non-Banking Finance Companies
- Retail Sector
- Manufacturing Sector
- Non-Profit Organization

Experience

Jan 2023 - Feb 2023

Elite Enterprises | Oman

Internal Auditor And Bookkeeper

BOOKKEEPING , RECONCILIATION AND DETECTION OF FRAUD IN OMAN BASED COMPANY NAME AS ELITE ENTERPRISES WORLDWIDE ON TALLY SOFTWARE.

Feb 2023 - Till Date

Parker Russell Chartered Accountants | Islamabad

Audit Associate

- COMPLETING AUDIT PROCESSES AND DOCUMENTING HIGHER-RISK AREAS TO INCREASE YOUR TECHNICAL AND BUSINESS SKILLS IN AREAS INCLUDING REVENUE, FINANCIAL INSTRUMENTS AND INCOME TAXES;
- SUPERVISING MEDIUM TEAMS (3- 4 MEMBERS) THROUGH PLANNING, EXECUTION AND COMPLETION STAGES OF THE AUDIT;
- LIAISON WITH CLIENT'S MANAGEMENT AND COMMUNICATION OF RELEVANT MATTERS TO THE APPROPRIATE AUTHORITY;
- CONSULTATION ON SIGNIFICANT MATTERS WITH VARIOUS PROFESSIONALS SUCH AS LAWYERS, TAX ADVISORS, ACTUARIES AND IT EXPERTS;
- ESTABLISHING POSITIVE WORKING ENVIRONMENT BY BUILDING SOLID RELATIONSHIPS WITH TEAM MEMBERS, CLIENTS AND OTHER STAKEHOLDERS;
- DIRECT REPORTING TO THE ENGAGEMENT PARTNER AND ENGAGEMENT MANAGERS TO UPDATE ON THE PROGRESS OF THE ENGAGEMENT;
- ENSURING TIMELY COMPLETION AND SUBMISSION OF KEY DELIVERABLES TO THE CLIENT WITHIN STRINGENT DEADLINES;

KEY CLIENTS

QISSTPAY BNPL (PVT) LIMITED (NBFC), LEGEND FINANCIAL SERVICES (NBFC), GLOBAL PHARMACEUTICAL ((PVT) LIMITED (MANUFACTURING) DARGAI POLYMER (PVT) LIMITED (MANUFACTURING, KPK FINANCE FUNDS FORENSIC AUDIT.

Aug 2022 - Dec 2022

Parker Russell Chartered Accountants | Islamabad

Tax Associate

INCOME TAX RETURNS OF INDIVIDUALS/ COMPANIES AND SALE TAX RETURN OF COMPANIES

Nov 2020 - Till Date

Parker Russell Chartered Accountants | Islamabad

Advisory Associate | Advisory Supervisor

I HAVE BEEN INVOLVED MANUFACTURING AND RETAIL BUSINESS COMPANIES BOOKKEEPING, FINANCIAL STATEMENT PREPARATION, REPORTING AS PER RESPECTIVE APPLICABLE FINANCIAL REPORTING FRAMEWORK, BUDGETING AND MAKING DIFFERENT TYPES OF TECHNICAL ACCOUNTING REPORTS FOR THE MANAGEMENT. I HAVE BEEN OUTSOURCED TO THE MANUFACTURING CLIENT FOR BOOKKEEPING, COSTING, AND BUDGETING. FURTHER ALSO WORK REMOTELY 02 MONTHS FOR ELITE AIRBORNE EXPRESS (DUBAI BASED) FOR CUSTOMER INVOICING, RECEIVABLE AGING.

KEY CLIENTS

DARGAI POLYMER PRIVATE LIMITED (MANUFACTURING) | PAXIOM PACKAGES PRIVATE LIMITED (MANUFACTURING) | PROCURE PRIVATE LIMITED (RETAIL BUSINESS) | BJ PRODUCTION (DRAMA PRODUCTION HOUSE).