

ZAKA ULLAH CA-FINALIST



Personal details



Zaka Ullah



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Kot Doulat Zai Garhi Kapura
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April 4th, 1995



Married



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Accounting Software

Oracle Business Suit

Intuit QuickBooks

Area of Expertise

Internal Audit and Reporting	●●●●●
External Audit and Review	●●●●●
International Standards on Auditing	●●●●●
IAS, IFRS and GAAPs	●●●●●
Financial Accounting and Reporting	●●●●●
Corporate Taxation	●●●●●
Microsoft Office	●●●●●
Financial Analysis	●●●●●

PROFESSIONAL PROFILE

A CA-finalist having 06 years of experience in external and internal audit. I possess a comprehensive understanding of contemporary audit techniques, coupled with extensive knowledge of International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISAs). Additionally, I have a sufficient grasp of internal controls over financial reporting.

I have acquired diverse experience and expertise by working across various industries, including real estate, construction, manufacturing, as well as within government and non-profit organizations.

Professional Qualification

CFAP (In-Progress-5 papers remaining) Institute of Chartered Accountants of Pakistan, Islamabad	Jun 2019 - Present
Certificate in Accounting & Finance (CAF) Institute of Chartered Accountants of Pakistan, Lahore	Sep 2014 - Nov 2016
Assessment of fundamental Competence (AFC) Institute of Chartered Accountants of Pakistan, Lahore	Oct 2013 - Sep 2014

Employment

Manager Internal Audit DHA Valley Projects, Islamabad Job Description: <ul style="list-style-type: none">Understanding and evaluating internal controls in financial operations, identify weaknesses and propose improvements without compromising performance, that best assures accurate and reliable reporting.Documentation and preparation of SOPs/Checklists for Internal Audit Department of DHA Valley.Identification and assessment of potential financial and compliance risks within the organization.Preparation of risk controls matrix for all departments.Pre-Audit of procurement, payroll and other payments.Oversee and performing routine reviews of financial transactions and internal controls.Review of financial closure of different projects.Collaborating financial data with the technical audit section.Supervise the implementation of audit recommendations, ensuring that corrective actions are taken.Enhancing knowledge in rules, regulations and best practices.	Sep 2023 – Present
Assistant Manager Internal Audit CareCloud Inc (Formerly MTBC), Islamabad Job Description: <ul style="list-style-type: none">Understanding and documenting the existing business processes and preparation of control matrixes, GAP analysis and remediation plan.Complete grip on SOX404 implementation throughout the organization including its testing and then reporting.Control testing of Oracle Reports including testing of automated procedures. Preparing different internal audit reports on company operations.Highlighting the needs to improve work methodology for gaining efficiency and reporting the same to Manager Internal Audit and General Manager.Customer's contracts verification and sending confirmations to receive Client's confirmation due to unavailability of contract or difference in rates of MTBC and other acquisitions.Review & circle up activity of SEC filing 10Q for each quarter and 10K as part of year end activity and activity of shares issuance documents.Surprise policy compliance audits of different departmentsGoing through all the phases of implementation of new Accounting Standards.	Nov 2021 – Mar 2023

Qualities

- Good Communication
- Team Player
- Time Management
- Multi-Tasking
- Active, Cooperative & Hard working

Languages

English	● ● ● ● ●
Urdu	● ● ● ● ●
Pushto	● ● ● ● ●
Punjabi	● ● ● ● ●

Hobbies

- Gym
- Travelling

Achievements

Edhi Scholarship (2014-2018)
Institute of Chartered Accountants of Pakistan

Talent Scholarship (2011-2013)
The Quaid E Azam College for Boys
Mardan

- Quarterly verification of Contracts Asset including its cutoff procedures.
- Verification of financial data of MTBC given by any other organization on quarterly basis.
- Supervising the Internal Audit team of MTBC ISB & Bagh office and allocating them any new task.
- Verification of procurement, monthly payroll and Provident fund cases of MTBC ISB.
- Implement and act in accordance with MTBC's information security and privacy policies.
- Ensure compliance with information security responsibilities specific to your job role

Senior Executive (A&F)

Feb 2021 - Nov 2021

Aflah Enterprises (Pvt) Limited, Lahore

Jobs Description

- Maintaining record of expense, sales and other business transactions.
- Generating invoice, credit memos, sales return, sales receipts and aging of Balances in QuickBooks
- Entering Bills, purchase returns, payments of Bills and reconciliation with supplier statements.
- Preparation, processing and payment of Monthly Payroll.
- Withholding and payment of applicable income tax on payroll.
- Maintaining updated level of stocks of raw material and finished goods
- Reporting to directors regarding daily production, finished goods and raw material stocks.
- Preparation of Monthly accounts.
- Presenting monthly receivables and payables reports to Directors.
- Monitoring consumption of different raw material.
- Maintaining list of assets in the fixed assets register.
- Arranging data for monthly sales tax return.
- Coordination with tax Consultant and External Auditor.
- Preparation of Financial Statements

Senior Audit Associate

Jul 2017 - Jan 2021

Naveed Zafar Ashfaq Jaffery & Co Chartered Accountants (Prime Global International), Lahore

I was involved in planning, performing and finalizing of external audit, internal audit, forensic audit and agreed upon procedures assignments in accordance with the applicable framework.

Assignments Worked on During Articles

- Punjab Education Foundation (Education Sector/Internal Audit)
- Pakistan Institute of Fashion and Design (Education Sector/Internal Audit).
- Federal Board of Revenue (Government sector/Agreed Upon Procedure).
- Benazir Income Support Program (Welfare organization/External Audit)
- Punjab Mineral Development Corporation (Punjmin) (Mining and Mineral/External Audit)
- Ghulam Rasool and Company (Pvt) Limited (Construction Company/External Audit)
- Royal Orchard Developers (Pvt) Limited (Real Estate/Forensic Audit)
- Agriculture Department, Government of Punjab (Agreed Upon Procedure)
- Sindh Bank Limited (Financial Institution/ Branch Audit)

References

Muhammad Hassan Ali

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Waqas Tanveer Shah

Senior Consultant - Accounting Operations at Deloitte Ireland LLP
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