

Sheraz Akbar

Contact



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Objective

I am actively seeking a position within an organization where I can continue to cultivate my skill set and make a meaningful contribution by ensuring the provision of precise and punctual company records. As a professional financial assistant with a proven track record of exceptional time management, I am eager to join a dynamic team of dedicated finance professionals

Summary of experience

In my two-year tenure at **Uzair Hammad Faisal & Co.**, I gained extensive accounting and auditing experience. I served as a senior team member for internal audits at **Infinity Engineering** and **Infinity School of Engineering**. My diverse roles also included auditing at **Fauji Foods**, Due Diligence for **Fouji Cereals**, bookkeeping for **Latifal Trust**, internal audits at **Aska Engineering**, and managing short-term loans for Mughal Steel.

Education

- Assessment of Fundamental Competencies
Status: Passed
- Certificate in Accounting and Finance
7 papers: Passed, 1 Papers: Remaining
- Presentation and Communication skill Course (PCSC, ICAP) & MS Office
- B.COM(3.01GP)
- Intermediate (pre engineering)
Status: Passed (2016-2018)
- Matric (science)
Status: Passed (2014-2016)

IT AND Accounting Software's Experience

- Financial Accounting System Software
- Betech Software
- Quick Book desktop
- MS-OFFICE

Work Experience

1. Uzair Hammad Faisal & Co

I interned at Uzair Hammad Faisal & Co., a reputable Chartered Firm in Pakistan, actively conducting audits for prominent national companies. This provided valuable insights into auditing and the opportunity to collaborate with well-established organizations.

2. Infinity Engineering Pvt Ltd.

As a senior team member in the internal audit team at Infinity Engineering, I played a pivotal role in ensuring the organization's smooth and compliant operations. My **responsibilities** included conducting inventory stock takes, maintaining objectivity, and independently evaluating various aspects of the organization. I executed audits, reviewed documentation, and communicated findings through detailed reports, facilitating continuous improvement in processes for enhanced operational efficiency.

3. Infinity school of Engineering Pvt Ltd

The Infinity School of Engineering (ISE) focuses on imparting vocational and technical training school dropouts. I worked as a joiner team member in internal audit team.

4. Fauji Foods Ltd

As a senior team member, I conduct **provident fund audits**, reviewing financial records, ensuring legal compliance, and collaborating with the team to address discrepancies, recommend corrective actions, and maintain transparency in accurate reporting to management.

5. Fauji Cereals

As a senior team member, I played a key role in preparing **Due Diligence Reports**, conducting detailed assessments of financial aspects such as inventory, fixed assets, and accounts receivable. I also collaborated with external parties, particularly banks, to validate and confirm financial data during the due diligence process.

6. Latifal Trust

In managing bookkeeping services for Latifal Trust, my responsibilities encompassed systematically recording financial transactions, preparing income statements and balance sheets annually, and delivering these reports to both Latifal Trust management and the firm manager.

7. Mughal Steel

Managed short-term loans at Mughal Steel, involving monthly calculation of principal amounts, accurate computation of interest rates for diverse loan types based on KIBOR rates, and meticulous documentation for regulatory compliance.