

WASIF ULLAH JAN

Email: Wasifullahjan@outlook.com

Contact: 0311-9898221

This letter is to introduce myself for an available position in your organization. My diversified and in-depth professional work experience at **Asad Ijaz and Co., Chartered Accountants**, coupled with a record of excellent performance at both professional and academic level has enabled me to present myself as a potential candidate for a suitable position.

Being a CA Finalist, I have been consistently providing professional services at the firm that proves my determination and demonstrates my unyielding commitment to work hard for the accomplishment of my goals. I offer a good blend of professional experience, requisite knowledge and skills to become a vital member of your organization.

I am currently working as an **Assistant Manager** in Asad Ijaz and Co., Chartered Accountants in their Islamabad based office at different nature of clients. Working in this organization, I had an opportunity of being involved in various special nature statutory audits / reviews. This exposure to a wide spectrum of clients with a variety of work experience has provided me with an in-depth view of the key business processes, risk management procedures, business modelling accounting and internal control systems, corporate governance and regulatory as well as accounting framework for a range of industries. It has also enriched me professionally and equipped me with the qualities needed to deal with a variety of situations in an innovative, effective and efficient manner.

Moreover, I am looking for a career opportunity that is commensurate with my skills and qualification and that can provide me with a competitive working environment coupled with the opportunity for career growth. I would welcome the opportunity to further discuss how I can best meet the needs and expectations of your organization.

Regards,

Wasif Ullah Jan
Encls: Resume

WASIF ULLAH JAN

CA FINALIST, MSc Economics

Objectives:

- To obtain a challenging role within a growth oriented, progressive organization.
- To work diligently to achieve personal and organizational objectives.
- Always remain enthusiastic to welcome responsibility which provides self-actualization and allows organizational value addition.

WORK EXPERIENCE

ASSITANT MANAGER– Continue ...

ASAD IJAZ AND CO., CHARTERED ACCOUNTANTS

(July 2023 to Continue...)

Responsibilities:

- Preparation of financial statements in accordance with Companies Act, 2017 and IFRS, audit reports, management reports and other specific engagement reports.
- Preparing/reviewing reports, and final deliverables in accordance with relevant legal and regulatory requirements for audits and other assurance engagements
- Leading audit and assurance engagement through planning, execution and finalization stage.

AUDIT SUPERVISOR

ASAD IJAZ AND CO., CHARTERED ACCOUNTANTS

(July 2022 to June 2023)

Responsibilities:

- Ensuring timely completion and issuance of deliverables to clients as per agreed timelines.
- Identified audit risks and coordinated with management and audit team in preparing related reports
- Identified management control weaknesses and provided suggestions for remediation
- Reviewing and analyzing of financial statements and future cash flow projections in order to ascertain the financial health of the entity

SENIOR AUDIT ASSOCIATE – (ICAP Articleship 4 years)

ASAD IJAZ AND CO., CHARTERED ACCOUNTANTS

(July 2018 to June 2022)

- Preparation of fixed assets register in accordance with ICAP regulations.
- Reviewing and checking of all the vouchers prepared by the accountants
- Preparation of bank reconciliation
- Completing audit working papers by documenting audit tests and findings.
- Identify and communicate accounting and auditing matters to seniors and managers.
- Payroll management, Payroll processing and compiling payroll data.
- Suppliers and Customers reconciliation on weekly and Monthly basis.

CONTACT INFORMATION

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Islamabad.

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Kheshgi bala, Nowshera.

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PROFESSIONAL QUALIFICATION

- Certificate in Accounting and Finance (ICAP)
- Assessment of Fundamental Competencies (ICAP)

QUALIFICATIONS

- Master of Science in Economics – Peshawar University (2022)
- Bachelor of Arts – University of Punjab (2017)
- Intermediate- BISE Mardan (2013)
- Matriculation- BISE Mardan (2011)

CERTIFICATIONS

- Presentation and Communication Skills Course (PCSC)
- Professional Values, Ethics and Attitudes Course
- SMP Audit Skills Enhancement Series

IT SKILLS

- Microsoft Office
- Quickbooks
- Microsoft Dynamics 365

LANGUAGES

English
Urdu
Pashto

REFERENCES

References will be furnished on demand.

AUDIT ASSOCIATE

RAFAQAT BABAR AND CO., CHARTERED ACCOUNTANTS (Dec 2017 to June 2018)

- Preparing and filing the Income Tax Returns of Individuals, AOPs and Companies.
- Reconciliation of financial discrepancies by collection and analysis of accounting information
- Review of bank reconciliation statement.
- Preparation of payment vouchers.
- Preparation and cross checking of payroll
- Review of all entries posted in software MS Excel
- Tax management, tax planning and CPR correction

AREAS OF EXPERTIES - SOFTWARES

- Setting up a new Company on QuickBooks online or QuickBooks desktop.
- Recording and posting all transactions in Microsoft Dynamics 365
- Setting up Chart of Accounts as per your business requirements
- Recording and posting transactions for accounts payable and receivable
- Uploading Invoices through desk or manual process.

CLIENT PORTFOLIO

Industries	Client Name
Information Technology	<ul style="list-style-type: none">• Teresol (Private) Limited• Alberunitech (Private) Limited• Al-Basirr Technologies (SMC-Private) Limited• Digital Cervello (Private) Limited• Eurus Technologies (Private) Limited
Security service provider	<ul style="list-style-type: none">• Patron Security Services (Private) Limited• Pearl Security Services (Private) Limited
Service provider	<ul style="list-style-type: none">• ECI (Private) Limited• Ultra Solutions and Services (Private) Limited• NCRI Pakistan (Private) Limited• Office of Architecture (SMC-Private) Limited• Durr e Durran Associates (Private) Limited• Graans Artec (Private) Limited

Industries	Client Name
Real estate	<ul style="list-style-type: none"> • Mall of Arabia (SMC-Private) Limited • Amazon Mall (SMC-Private) Limited • The Fort Mall (Private) Limited • Banu Hashim Builders – Ideas Tower • Banu Hashim Construction • Syed Abdullah & Company (Private) Limited • Metel & Co. (Private) Limited • Hadid Builders and Developers (Private) Limited
Media and marketing	<ul style="list-style-type: none"> • 3rd World Studios (Private) Limited • Brando marketing (Private) Limited • Graana (Private) Limited • Admate Pakistan (Private) Limited
	<ul style="list-style-type: none"> •
Financial sector	<ul style="list-style-type: none"> • E-Finance Solution (Private) Limited • Millennium Financial Services (SMC-Private) Limited • The AssetZip (Private) Limited
Non-government not for profit organizations	<ul style="list-style-type: none"> • Al Quran Education Trust • Yashfeen Trust • Shad Foundation • Centre for Peace and Development Baluchistan • Peace Education and Development Foundation • Minha Trust
Distribution and trading	<ul style="list-style-type: none"> • Al Durrani Technologies (Private) Limited • Trus Tree (Private) Limited • Himalayan Star Traders (Private) Limited
Manufacturing and engineering	<ul style="list-style-type: none"> • Biafo Industries Limited • AH Automations (Private) Limited • Extreme Engineering Solutions (Private) Limited • Food Express (Private) Limited