

ZAFAR IQBAL

S/O

KARAMAT ALI



OBJECTIVE

Looking to join an organization where I can apply my knowledge and skills, learned during my professional qualification as well as during my practical experience at different accounting firms, so that the organization can take optimal advantage of my knowledge and skills for better Corporate Governance, Finance Management, Risk Management and Performance Management.

PROFESSIONAL EXPERIENCE

ISHAQ BERYAR ASSOCIATES

Duration: April 2019 till date

Designation: Audit Manager

During my role as manager audit, I have obtained diversified work experience in Supervision, execution and finalization of Statutory audits, Internal Audit and Systems Control Review, Taxation, Accounting and Book-keeping Assignments and several types of agreed upon procedures, etc.

During the period, my responsibilities were as follows:

- Planning, execution and completion of audit assignments both statutory as well as internal.
- Review of financial statements of various entities prepared in accordance with International Financial Reporting Framework and Companies Act 2017.
- Identification of key deficiencies and misstatements in financial statements.
- Preparation of financial statements of various entities in accordance with International Financial Reporting Framework and Companies Act 2017.
- Other miscellaneous tasks such as drafting proposals for prospective clients, preparation of projected financials, delegating work and supervising other team members.

The areas of experience include various industry sectors such as media, real estate, software houses, service providers etc.

ZAHID JAMIL & CO. CHARTERED ACCOUNTANTS (An independent Member firm of Prime Global)

Duration: April 2015 to March 2019

Recent Designation: Audit Supervisor

Gained four (4) years of diversified work experience in Supervision, execution and finalization of Statutory audits, Internal Audit and Systems Control Review, Taxation, Corporate Affairs, Accounting and Book - keeping Assignments and several types of agreed upon procedures, etc.

During the period, my responsibilities under various functions were as follows:

STATUTORY AUDIT:

My responsibilities and activities in **Audit and Assurance Services** at different assignments were as follows:

- Planning, execution and completion of various audit and review assignments including risk assessment procedures, developing audit strategy, drafting audit programs, testing of key controls, supervising and review of work of team members and client relationship management;
- Review of financial statements prepared in accordance with International Financial Reporting Framework and applicable Companies Act (and repealed Companies Ordinance); and

- Identification of key deficiencies and misstatements in financial statements.

The areas of experience include various industry sectors such as Textile Spinning, Textile Weaving, Import house, Service providers, Brokerage houses, Hotels and NPOs.

INTERNAL AUDITS AND INTERNAL CONTROL REVIEWS

I have carried on internal audit and internal control assignments of our various clients. The related experience includes:

- Study and evaluation of accounting and internal control systems of the entity;
- Diagnostic study involving:
 - Identification of weaknesses in internal controls; and
 - Recommending improvements to management;
- Preparation of detailed process flows of activities and controls of the entity significant to Financial Reporting;
- Preparation of proposed Standard Operating Procedures (SOPs);
- Checking of compliance of Standard Operating Procedures approved by management;
- Audit of Voucher, documents, reconciliations of bank accounts, receivables and Creditors;
- Maintenance of system of internal control;
- Checking the accuracy and authorization of documents;
- Budgeting, forecasting and comparing the actual results with the budget plan; and
- Preparation of interim accounts and financial statements.

TAXATION:

My experience in tax department of Zahid Jamil & Co, Chartered Accountants includes:

- Preparation and filing of monthly sales tax returns with Punjab Revenue Authority (**PRA**) and Federal Board of Revenue (**FBR**);
- Preparation and filing of monthly withholding income tax statements with Federal Board of Revenue (**FBR**);
- Preparation and filing of annual income tax returns of individuals, association of persons (**AOPs**) and companies with Federal Board of Revenue (**FBR**);
- Preparation of reply of notices under various sections of Income Tax Ordinance, 2001 from tax authorities;
- Assisted in filing of stay applications to Commissioner Inland Revenue (Appeals) and Appellate Tribunal Inland Revenue (ATIR) on behalf of different clients;
- Assisted in filing of appeals to Commissioner Inland Revenue (Appeals) and Appellate Tribunal Inland Revenue (ATIR) on behalf of different clients;
- Assisted in obtaining exemption certificate u/s 153 and u/s 148 of Income Tax Ordinance, 2001 on behalf of different clients;
- Preparation and filing of documents with Federal Board of Revenue (**FBR**) for taking national tax number (**NTN**) of individuals, association of persons (**AOPs**) and companies and making them filer for tax purposes;
- Visiting Tax Offices, PRA, Appellate Tribunal Inland Revenue, Appellate Tribunal PRA on behalf of different entities; and
- Assisted in income tax and sales tax audits of different clients by authorities.

CORPORATE AFFAIRS

My exposure in corporate affairs involves the following activities:

- Incorporation of various companies with securities and exchange commission of Pakistan (SECP) under companies' ordinance, 1984 (repealed) and companies act, 2017;
- Registration of various partnership firms with registrar firms, Lahore;

- Filing of Statutory Forms (Annual Accounts, Forms A/B, 27, 28, 29 etc) of Companies with Securities and Exchange Commission of Pakistan (SECP);
- Reply of notices from Securities and Exchange Commission of Pakistan (SECP);
- Complied with corporate laws and related rules regarding various matters/Changes in companies on behalf of our clients; and
- Attending hearings at SECP on behalf of companies.

ACCOUNTING, BOOK KEEPING AND GENERAL

I was engaged by my firm to maintain all the accounting records for our various clients.

- Maintaining the accounting records;
- Keeping up to date the financial accounting and other information system;
- Bookkeeping of Different organizations in various accounting softwares;
- Prepared Financial Statements of various organizations (Association of Persons (AOPs), Companies and business individuals); and
- Other miscellaneous tasks such as drafting proposals for prospective clients, preparation of projected financials, delegating work and supervising other team members.

EXPERTISE

During my period as Audit Supervisor and Audit Senior, I gained expertise in:

- Review, analysis and finalization of Financial Statements;
- Finalization of internal audits for senior level management dealing with the clients and fulfilling their needs on a timely basis;
- Decision making regarding planning, execution and finalization of Audits and supervision of audit staff members;
- Liaison with clients regarding audit requirements and other consultancy services resulting in establishment and improvement of cordial client relationships;
- Simultaneous handling of multiple tasks; and
- Co-ordination with Tax department of the firm and clients for finalization of Audited Financial Statements and annual return of income tax.

FARUQ ALI & CO. CHARTERED ACCOUNTANTS

Duration: September 2012 to November 2012

Designation: Audit Trainee

I was a part of an audit engagement team in doing statutory audit of different divisions of a well-known newspaper group.

KEY SKILLS

- Proficiency in using Microsoft Excel and Microsoft Word
- Knowledge of working in Microsoft PowerPoints
- Knowledge of International Financial Reporting Standards (IFRS)
- Knowledge of International Accounting Standards (IAS)
- Knowledge of Corporate laws
- Financial Analysis

PROFESSIONAL AND OTHER EDUCATION			
DETAILS	BOARD / UNIVERSITY / INSTITUTE	PERCENTAGE/ STATUS	YEAR
CA (CFAP)	CA (CFAP) from Institute of Chartered Accountants of Pakistan (ICAP) is in Progress. One Paper of CFAP (i.e., BMS) is passed.	-	-
CA (CAF)	Certified in Accounting and Finance (CAF) from Institute of Chartered Accountants of Pakistan (ICAP).	Qualified	2016
B. Com	Bachelor of Commerce (B. Com) from university of the Punjab (PU), Lahore.	58.7%	2015
CA Foundation	CA Foundation from Institute of Chartered Accountants of Pakistan (ICAP).	Qualified	2011
HSSC	F.Sc (Pre-Engineering) . from Federal Board of Intermediate and Secondary Education, Islamabad.	65%	2008
SSC	Matriculation with Science from Board of Intermediate and Secondary Education, Bahawalpur.	70%	2006

PROFESSIONAL CERTIFICATION
Four (4) weeks (from 22 September 2016 to 22 October 2016) Presentation and Communication Skills Course (PCSC-1) from Centre of Financial Excellence (CFE) Lahore.

PERSONAL INFORMATION	
Address	H/No. E-306/18-Z-94, Mohallah Mian Barkat Ali, Model Colony No.2, Walton Road, Lahore Cantt.
Date of Birth	24/01/1990
Gender	Male
Nationality	Pakistani
E-Mail	zafarkaramat@yahoo.com
LinkedIn	https://www.linkedin.com/in/zafar-iqbal-caf-55864a88/
Marital Status	Married
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REFERENCES
Will be furnished on demand.