

Adeem Khalid

76-C PSIECHS Near LUMS DHA, Lahore, Pakistan

Cell: +92-322-2422347

Email: adeemkhalidak@outlook.com

Hiring Manager

Dear Manager,

Thank you for the opportunity to apply to your company. After reviewing your job description, it's clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a focused professional who has been consistently praised as efficient by my co-workers and management. Over the course of **my 8+ years career**, I've developed a skill specifically in the field of **Accounting, Auditing, Finance, taxation and financial advisory** that set directly relevant to the role you are looking for. Overall, I have consistently demonstrated analytical, organizational, and communication abilities in every aspect of my professional career. I would like to invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities benefit your organization. Please feel free to contact me at **+92322-2422347** or via email adeemkhalidak@outlook.com to arrange for a convenient meeting.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Adeem Khalid

Adeem Khalid (CA Finalist)

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PROFILE:

Finalist Chartered accountant with 8+ yrs. experience in Accounting, Internal & External Auditing, Finance, taxation and Financial Advisory to play a key role to improve business reporting, processes, growth and its profitability. Possesses Strong business acumen and ability to work with the operation side of business as well.

EDUCATION / MEMBERSHIP:

- CA Finalist, (ICAP, Pakistan),
- CIA-Member, (CIAP),
- B. Com (University of Karachi, Pakistan),
- Audit / Consultancy / Tax / ERP, 3.5 Yrs. Article Ship (2015 -2019)

COURSES / CERTIFICATION:

- PCSC-I & PCSC-II - ICAP Presentation & Communication skills Courses (Compulsory 50 hours for each)
- Advance Microsoft Excel -
- SAP B1
- ERP Implementation
- Quick Books

SKILLS AND COMPETENCIES:

- Experience in preparation of Financial Statement (standalone & consolidated) as per IFRS/IAS, project financial statements, Budgeting, Forecasting, Annual Operation plans, Financial Analysis and feasibility study.
- Experience in conducting internal and external audits as per auditing standards. Designing and implementing accounting policies, KPI's and internal controls to improve decision making and supervising and coaching accounting staff.
- Extensive knowledge and experience of direct and indirect taxes including income tax returns, sales tax returns, tax exemption certificates, tax compliances & tax refunds.
- Extensive knowledge and experience of Manufacturing Companies Costing, Management Accounting and business processes.
- Raising funds for projects and working capital management, LCs, Credit Lines, TRs, from banks and financial institutions.
- Ensuring Compliance with corporate local laws and business regulations.
- Experience in accounting software i.e., SAP B1, Wizman(ERP), Generix (ERP), Quick book, Peachtree and advanced skills in Excel /word.
- Abilities in Problem solving, negotiation skills and Change Management.
- Abilities in people Management and developing collaborative environment.

ACHIEVEMENTS:

- Successfully designed & implemented internal controls that help in increase in the expansion of the business, revenue, profitability and brand.
- Successfully implemented ERP Systems for improved financial positions & reporting.

EXPERIENCE

Deputy Manager Internal Audit

April 2022 - Till to date

Diamond Fabrics Limited (Sapphire):

- Evaluating controls, prepares compliance final audit reports, identifying control weaknesses, associated risks, implications and making recommendations thereon and communicating findings to CFO, CEO and senior management.
- Determining internal audit scope and developing monthly and annual audit plans.
- Planning and supervision of full internal audits, including risk management, control management, system audit and assessing financial reliability. Guide team members to ensure that compliance is met within all the company's systems.
- Monitored that all recommendations were implemented on time.
- Analyze and evaluate accounting data and documents, preparing internal audit reports that reflect the audit results and document the proposed process and presented to key members of the company.
- Prepared feasibility reports, budgeting and forecasting of various projects within the agreed deadline.
- Developing and suggesting SOP's for finance, accounts, supply chain and human resource departments.
- Managing and supervising special audits and investigations and reviewed the data to highlight deficiencies in controls, duplication of efforts, fraud, or lack of compliance with laws, government regulations, board policies, management procedures, relevant issues and recommending the precautionary measures.
- Review of Compliance with the applicable laws and industry-specific regulations which mainly include Corporate Laws, Income Tax ordinance 2001, Custom Laws and Sales Tax Act 1990.
- Supervised and lead team of 3 persons in Internal Audit.

Manager Accounts & Finance

November 2020 - April 2022

Zimindar Chemicals & Fertilizers:

- Managing and Providing leadership and accounting advice for the team of 8 accounting and tax specialists responsible for banks, payroll, accounts payable and receivable, and taxation.
- Preparing meaningful, accurate and timely monthly management reports by analyzing monthly financial statements and presented the reports to the senior management.
- Assisting budget holders in the preparation of annual budgets.
- Developed daily cashflow, budgets and strategic plans for day-to-day operations.
- Direct all accounting procedures to ensure complete compliance with tax standards.
- Complete all necessary tax returns of the business and senior management.
- Maintain accounting ledgers and monitor preparation of financial statements.
- Prepared feasibility reports, budgeting, and forecasting to ensuring timely completion and submission of key deliverables to the senior management within the agreed deadline.
- Implementing improvements in current financial processes.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Assisting with the development and implementation of internal controls, accounting policies and procedures.

- Prepare documentation for annual external audit.
- Teamed with business development manager to create positive atmosphere, resulting in maximum profitability, customer satisfaction and timely recoveries.
- Liaison with banks for smooth working relationship.

Internal Audit Manager/Deputy Manager Finance
Sparco Enterprises (Sika paints):

June 2019 - November 2020

- Developing audit plans, evaluating controls, preparation of final audit reports, identifying control weaknesses, associated risks, implications and making recommendations thereon and communicating findings to CFO, CEO and senior management.
- Planning and supervision of full internal audits, including risk management, control management, and assessing financial reliability. Guide to team members to ensure that compliance is met within all the company's systems.
- Analyze and evaluate accounting documents, preparing internal audit reports that reflect the audit results and document the proposed process and presented to key members of the company.
- Prepared feasibility reports, budgeting and forecasting within the agreed deadline.
- Developing and suggesting SOP's for finance, accounts, supply chain and human resource departments.
- Managing and supervising special audits and investigations and identifying the transactions and accounts to bring out the inefficiencies and fraudulent activities and recommending the precautionary measures.
- Review of Compliance with the applicable laws and industry-specific regulations which mainly include Corporate Laws, Income Tax ordinance 2001, Code of Corporate Governance and Sales Tax Act 1990.
- Supervised and lead team of 4 persons in Internal Audit/Financial consultancy/logistics.

Senior Associate / Audit Executive

June 2015 - May 2019

Fazal Mahmood and Company (Chartered Accountant Firm)

Reporting to senior Manager and Audit Engagement Partner:

- Conducted external audits of various clients in accordance with International Financial Reporting Standards (IFRS) and international standards for Auditing (ISA) and Generally Accepted Accounting Principles (GAAP).
- Preparation and reviewing of monthly, quarterly and half yearly and annual financials in accordance with applicable standards and agreed upon procedures.
- Implementing ERP modules such as point of sale, GL, inventory, payroll, fixed assets etc. conducting post Implementation reviews and support to clients.
- Book keeping of various clients and conducting other various assignments such as monthly stock count, fixed assets and preparation of Bank, Sales Tax, Income Tax, receivables and payables reconciliations.
- Filed Income tax, sales tax, and withholding tax returns of Companies, Association of Persons (partnerships) and Individuals (residents and non-residents both) in accordance with applicable tax laws of the land.

Professional Experience with Clients:

(A brief list of clients worked with/ managed):

- Mughal steel (Steel Sector)
- New Shalimar (Steel Sector)
- Monnoo House (Textile Sector)
- Silver Fibre (Textile Sector)
- Wisal Kamal Fabrics (Textile Sector)
- Elegant Pvt Ltd (Shoes Sector)
- Adams Milk Foods Pvt Ltd (FMCG Sector)
- Bunny's Ltd (FMCG Sector)
- Memorial Christian Hospital (Hospital Sector)
- Red Math (IT Sector)
- Strategic Systems International (IT Sector)
- PBS (Pvt) Limited (Foreign Exchange Sector)

Hobbies and interests:

- Cricket, Football, History, and Travelling.

Languages:

- Urdu, English, and Punjabi.

Professional References:

- Available on demand.