

## MUHAMMAD IMRAN

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### **PROFESSIONAL SUMMARY:**

Experienced accounting professional with around 9 years of experience in preparing, auditing and analyzing financial statements. Manages projects at each stage with a diligent and attentive approach, carefully checking details and testing assumptions. Skilled in training junior personnel in principles and practices.

### **SKILLS:**

Maintaining and Auditing books of Accounts; Financial Reporting & Management Accounting; Financial Risk Modeling & Analysis; Auditing (Internal and External); Hand-on experience with accounting software's, like Zoho, Quick-Books Online and Oracle based; ERP systems Testing and Implementation; Microsoft Office (Excel, Word and Power BI).

### **WORK EXPERIENCE:**

#### **Push Digits (Chartered Accountants) – UAE**

From November 2023 (Pak office)

**Senior Auditor & RERA Consultant**

##### **Responsibilities:**

- Audits for RERA (Real Estate Regulatory Authority), including Forensic audits, service charge budget review and agreed upon procedures reports.
- Managing Pakistan & UAE based clients with external audits and other financial services.

#### **Ishtiaq Rana & Co. (Chartered Accountants)**

From October 2020 till September 2023

**Manager Audit & Assurance**

##### **Responsibilities:**

- Facilitated and managed both internal & external audit assignments and team members for preparing detailed reports on findings (both qualitative and quantitative), prepared organizational manuals at departmental level, analyzed accounting systems (ERP) for efficiency.

- Assist. Manager Audit till Nov'21, in that capacity prepared working papers, reports and supporting documents for audit findings.
- Partnered with co-auditors to track funds, errors and add contributions to maintain accuracy.
- Conducting analytical reviews of tax returns to check for accuracy and qualified deductions.
- Finalizing client's audited financials for proper disclosures and are prepared in accordance with applicable IFRSs and local standards.
- Coordinated with IT department for maintaining & developing firm's in-house ERP system.

### **Qadeer & Co. (Chartered Accountants)**

July 2019 till Mar 2020.

**Assistant Manager Audit**

#### **Responsibilities:**

- Worked under Audit manager to handle client's internal and external audit assignments.
- Reported significant flaws in internal control procedures and data to senior managers for immediate resolution.
- Consulted decision-makers to gather information and resolve audit-related queries.

### **Wateen Telecom Limited**

December 2016 till March 2018

**Executive Financial Analyst**

#### **Responsibilities:**

- Working with the Treasury department, collected data and developed detailed spreadsheets to identify trends and create revenue, profitability, and expense forecasts.
- Collected data from other divisions to support quarterly forecasts and requested funds.
- Conducted detailed financial analysis to identify and evaluate changes in operations, trends and potential areas of improvement.
- Assisted in preparation of presentations, data tables and other documents for board meetings with CFO.

### **Punjab Group of Colleges (PGC)**

March 2015 till October 2016.

**Project liaison & Accounts officer- (Allied schools)**

#### **Responsibilities:**

- Oversees the CRM department for specific project related issues.
- Monitored Allied school branches, in capacity of an Accounts Officer for communication and approvals of projects or expense requested from head-office.
- Facilitating Project Director (Allied schools) with planning and execution of projects and related deliverable.

### **AMCO-Audit Firm (United Kingdom)**

February 2013 till October 2013.

**Audit Assistant**

#### **Responsibilities:**

- Provided administrative and management assistance to auditors and directed activities in office.
- Prepared year-end journal entries to prepare for annual audit.

- Prepared balance sheet, income statement and cash-flow statements.

### **Al-Khair Group (Five Star Foam)**

### **Assistant Accountant**

January 2012 to November 2012

#### **Responsibilities:**

- Reported financial data and updated financial records in ledgers and journals.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Also worked with import/export department manager to understand the procedures involved and documents required.

### **Professional Qualification/Certifications:**

- **ACCA Finalist, with Professional level papers (3) remaining.**  
Skans School of Accountancy and LSBF (UK)
- **Advanced Diploma in Accounting and Business** (ACCA)
- **Equivalence certificate of UK Bachelor's degree** (ACCA)
- **CAT (Certified Accounting Technician)**  
Skans School of Accountancy
- **O-Levels (GCE)**  
Salamat School System- ICAS

### **PERSONAL DETAILS'**

<b>Father's Name</b>	Muhammad Shahbaz (FCA)
<b>Marital Status</b>	Single
<b>D.O.B</b>	03-02-1989
<b>Language</b>	English/Urdu
<b>Address</b>	House No.12, Zulfiqar Lane(U), Street 6, Cavalry Ground Extension, Lahore, Pakistan.