

**NOUMAN SARFRAZ**

**CA (Finalist), B.COM**

**Accounts, Finance, Audit and VAT**

**10 years of Experience of UAE and PAKISTAN**

Age : 32

Visa status: Employment visa

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Dubai, UAE



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### **CAREER OBJECTIVE:**

To achieve professional competence in the field of finance, accountancy, tax and audit by servicing dynamic organization that provides career development opportunities towards leadership roles.

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### **Summary :**

- A result oriented professional with almost 10 years of exposure in tremendously varied environment including accounts & finance, external audits, internal audits, special assignments of listed and unlisted companies.
- Expertise in the preparation of financial statements of listed and unlisted entities in accordance with requirements of International Financial Reporting Standards (IFRS) and local laws as applicable in Pakistan.
- Excellent communication, interpersonal, liaison and problem solving skills with the ability to work in a multicultural environment.
- Conversant with accounting software including Tally ERP9, QuickBooks, Peachtree and other customized ERP software.

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### **EDUCATION & CREDENTIALS**

Qualifications	Institutions	Year
Certified Finance and Accounting Professional (CA Finalist)	The Institute of Chartered Accountants of Pakistan(ICAP)	2019
Certificate in Accounting and Finance (CA inter)	The Institute of Chartered Accountants of Pakistan(ICAP)	2014
Bachelor of commerce	The University of Punjab, Lahore	2012

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### **WORK EXPERIENCE:**

#### **SENIOR AUDITOR AND TAX ASSOCIATE**

1. **ALLIOTT HADI SHAHID AND CO. CHARTERED ACCOUNTANTS , Dubai & Abudhabi (Alliott Group) – Oct 2019 till Presently Working**

During my tenure at this entity, I completed various assignments where I was assigned the following major responsibilities:

- Perform external audit on various audit clients as per International standards on auditing.
- Planning and performing audit procedures both test of control and substantive testing based on internal control Implement in the Groups.
- Preparation of financials statements from client Trial balance as per International Financial Reporting standards (IFRS).
- Preparation of combination of accounts of Group of Companies and issue compilation reports.
- Prepare a request to banks for balance confirmation of group of companies.
- Obtain adequate training oriental sessions on corporate tax.
- Perform registration of Corporate tax through Emra tax portal
- Perform analytical procedures on Group financial statement.
- Perform monthly review assignments of Group of companies
- Preparation of audit working papers prepared of audit client.
- Attending a workshop of Economics substance regulation (ESR activities) of UAE.
- Attending workshops of IFRS 15 and IFRS 9 as per new amendment.

- Preparation of Management letter and discussion with the management to finalize the audit.
- Risk assessment of the client in accordance with audit firm methodology including detailed variance analysis and planning audit procedures required to cover this risk.
- Identifying financial statement risks and financial statement controls and testing appropriate controls.
- Obtaining an understanding of client's business objectives and strategies in the context of industry and environment in which the client operates in order to identify strategic business risks.
- Establishing healthy relationship with the clients, liaising and understanding their needs and assisting them in resolving technical issues relating to specific accounting treatment.
- Reviewing work of our junior staff work and guide in proper way as how they efficiently perform their work.

### **Key Achievement**

- Efficiently conducted audits independently as audit in charge.
- Supporting team in various audit assignments for solving complex issues.

## **SENIOR ACCOUNTANT & VAT Associate – Outsourcing Department**

### **1. AuditEx Ismail Mughal and Company Public Accountants (Dubai) (July 2018 till SEP 2019)**

**(Experience 1.5 year)**

- Reconciling accounts payable and accounts receivable of Company.
- Monthly closing entries of fixed assets. Cash, A/R, A/P, inventory, prepaid expenses, Accrued liabilities etc.
- Assisting in audit internal and statutory audits Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports for external auditors.
- Preparation and submission of VAT Returns on Quarterly basis on FTA portal.
- Reconciling accounts payable and accounts receivable.
- Verifying, allocating, post and reconciling transactions.
- Preparing financial statements and prepare cash flow forecast based on assumptions.
- Making Bank Reconciliation on daily basis.
- Maintaining fixed assets register.
- Any other finance projects as and when assigned
- Pay and monitor utilities, telephone services, renewals such as: Trade License, Tenancies, Workmen compensation etc.
- Preparation of bank reconciliations and make request to bank for confirmation balance.
- Analyzing expenditures and revenue to ensure that these are recorded appropriately monthly.
- Preparing asset, liability, and capital account entries by compiling and analyzing account information.
- Recording Bank Receipts & Payments supported by Swift message, FTS message, TT and invoices.
- Journal entries of import, export bills, visa expenses, R & M, refreshments, travel & other disbursement.
- Preparing and presenting the financial data in support of VAT Return.
- Perform interim audit assignments.
- Designing and Implementation of Internal Controls.
- Perform various outsourcing assignments( Preparation of financial records)
- Preparation of financial statements with all disclosure requirements as International Financial Reporting Standards.
- Perform internal audits on different areas of financial statements of entities

### **Key Achievements**

- Handle of books of accounts independently and keeping up to date to ensure timely reporting.
- Expert level hand on experience of accounting software (Quick books , Excel, Tally etc)
- Prepare Standard operating Procedures (SOP's) manually and same has been implemented in Companies to achieve the desired goals and objective of the Company.

## **SENIOR ASSOCIATE AUDIT AND ASSURANCE, TAX & ADVISORY**

**AUG 2014 to FEB 2018**

### **2. Tariq Abdul Ghani Maqbool & Co. Chartered Accountants (PAK)**

**(Experience 3.5 yrs)**

**(Member firm of Geneva Group International, Switzerland)**

During the period of my stay for at **Tariq Abdul Ghani Maqbool & Co.**, I have gained an ample experience in accountancy profession by assigned following roles in various departments in audit firm:

#### **VAT Department**

- Preparation and filing of monthly sales tax returns
- Preparation of tax registers
- Preparation of Sales tax invoices
- Attending workshops on sales tax
- Ensure compliance with tax laws
- Handling Sales tax (VAT) show cause notices by commissioner

#### **Audit and Assurance**

- Compliance with legislative requirements as outlined by regulatory bodies for specialized industries.

- Extensive application of the International Financial Reporting Standards, International Accounting Standards, International Auditing Standards, Corporate Laws and Taxation.
- Planning and performing audit procedures.
- Identifying financial statement risks and financial statement controls and testing appropriate controls.
- Preparation of Financial Statements after incorporating adjustments.
- Preparation of client deliverables and reports such as Management Letter identifying control weaknesses, its risk implications and recommendations.
- Reviewing the working paper of audit staff and further review by audit Manager and Partner.

### **Business Advisory Department(Consultancy Department)**

- Verification of compliance of SOPs, identification of control weaknesses and compliance gaps and recommendations to remove those gaps.
- Detailed Variance Analysis regarding Standard Consumption of all raw materials and packing materials against their actual consumptions.
- Monthly Stock Counts of different material stores and finalization of reports regarding any deficiencies to maintain a proper system of Inventory Management.
- Designing and Implementation of Internal Controls.
- Liaising with client for audit adjustments and preparation of internal audit report.
- Audit of Goods Receipt Notes
- Calculation of Sales Tax (VAT) levied on purchases made by the entity.
- Preparation of Financial statements in accordance with international financial reporting standards (IFRS)
- Preparation of Feasibility report at limited level.

### **Key Achievements**

- Trained and mentored junior team member productively.
- Maintain a long term healthy relationship with Clients.

## **ACCOUNTANTS OFFICER**

(Experience 2.4yrs)

### **3. Gulshan Spinning Mills Limited(PAK)**

During my period stayed in Gulshan spinning Mills limited I worked as accounts officer. . However during this period I gain wide exposure regarding various activities of accounts department such as handling voucher preparation, day books maintain, limited hand on experience on accounting software etc. I secured the position as accounts officer position for the period of 2 years and 2 months from period 02.04.2012 to 30.06.2014.

<b><u>Skills:</u></b>	<b><u>Inter-Personal:</u></b>	<b><u>Software:</u></b>
<ul style="list-style-type: none"> <li>▪ International financial reporting standards (IFRS)</li> <li>▪ International Auditing Standards(ISA's)</li> <li>▪ Financial Consultancy</li> <li>▪ Presentation and communication skills (PCSC II) (Certified)</li> <li>▪ Payroll Management</li> <li>▪ Tax Management</li> <li>▪ Analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good Communication</li> <li>▪ Interactive</li> <li>▪ Congenial behavior</li> <li>▪ Team leadership</li> <li>▪ Team work encourage</li> <li>▪ Good coordination</li> </ul>	<ul style="list-style-type: none"> <li>▪ QuickBooks ERP Solution(Desktop &amp; Online)</li> <li>▪ Peachtree</li> <li>▪ Tally ERP 9</li> <li>▪ Pinnacle</li> <li>▪ Right ERP (Contracting Co.)</li> <li>▪ Tailor made accounting software</li> <li>▪ Advanced Microsoft Office(Certified)</li> <li>▪ ZOHO</li> </ul>

### **Professional Experience**

#### **Key Clients (Alliott Hadi Shahid and Co.) – Alliott Group**

- BAM International Abudhabi LLC (Construction sector)

- Al Reyami Group ( Construction/ Real estate Sector/ Trading Sector/ IT sector)
- Al Habtoor Group
- Descon Engineering FZE (Engineering Company)
- Al Dana Project island (Real Estate sector)
- Exotic Cars Middle east ( Automobile sector)
- MRM Motors ( Automobile sector)
- Steer Wells Used Cars ( Automobile sector)
- Samaya Investment Properties (Real estate sector)
- SOHO Properties (Real Estate Sector)
- Al Berajum estate (Real estate sector)
- Sergex Development (Real Estate sector)
- Al Jazeera Travels and Tourism LLC ( Tourism Sector)
- Pinoy Travels and Tourism LLC (Tourism Sector)
- Al Habtoor Group
- Grand Grill Restaurant ( Hospitality Sector)
- Spec Oil and Gas FZCO (Energy Sector)
- York International (hospitality sector)
- Country Club (hospitality sector)
- Unisteel International DMCC
- Pakistan Association Dubai (Social welfare sector)
- The Citizen foundation (Social Welfare Sector)

#### **Key Clients (AuditEx Ismail Mughal and Co.)-Dubai**

- Mostafa Bin Abdul Latif Group with the following subsidiaries of:
  - Mostafa Bin Abdullatif Investments LLC (Holding Co.)
  - Axon Business Systems LLC. (Security Locks)
  - MALCO Technologies LLC.(IT Sector)
  - MAL General Trading LLC. (Trading Sector)
  - MALCO Properties LLC.(Construction Sector)
  - THE New Store LLC. (Electronics Equipment's sector)
  - Boomtown FZ (Film production sector)
  - Dubai Ice Plant LLC. (ICE Sculpture Sector)
  - Real estate development LLC (Real estate sector)
- MANCO Yacht Charter LLC
- TAM Logistics LLC

#### **Key Clients (Tariq Abdul Ghani Maqbool & Co.)**

- CT 24/7 Private Limited (Software house)
- Polyvista Inc ( Head office Houston, Texas) (Software house)
- HEI-HRI (Joint Venture Chinese's)
- Schzazoo Laboratories Pvt Ltd (Pharmaceutical Sector)
- Hong Kong Huihua (Joint Venture)
- City Steel UAE Mills Private Limited (Steel Sector)
- Engineering Kinetic (PVT) LTD (Engineering Sector)
- Insta Print (Printing Sector)
- University of Lahore (Education sector)

Pakistan Engineering Company Ltd (Engineering sector)

**Reference will be furnished on demand**