

Zain Waris

Phone number: +923056777635

Nationality: Pakistani

Email address: zainwaris635@gmail.com

Summary of Qualifications

Detail-oriented and organized audit professional with experience in financial analysis, auditing, and compliance. Proficient in bookkeeping software and Microsoft Office, with advanced skills in Excel. Proven ability to work independently and as part of a team, with a strong focus on accuracy and attention to detail. Seeking to leverage my skills and experience to contribute to a dynamic team and advance my career in auditing.

WORK EXPERIENCE

2023 – Present

Assistant Accounts Manager

Bilal Ginning & Oil Industries, Rahim Yar Khan, Pakistan

- Prepared and reviewed financial statements, reports, and budgets
- Analyzed financial data to identify trends, risks, and opportunities
- Supervised and mentored a team of accountants and accounting clerks
- Coordinated with the sales tax department to issue sales tax invoices
- Managed day to day accounting affairs, including voucher posting and month end closing
- Provided support to the Manager Accounts in financial reporting, budgeting, and forecasting
- Ensured accurate and timely posting of financial transactions
- Assisted in month end closing procedures, including journal entries and account reconciliations
- Maintained accurate and up to date financial records and reports
- Provided financial information and support to other departments as needed

2018 – 2023

Assistant Auditor

Rao & Company Chartered Accountants, Rahim Yar Khan, Pakistan

- Assisted in conducting statutory audits for public and private companies
- Helped review financial statements and accounting records to ensure accuracy and compliance
- Conducted tests and procedures under the supervision of senior auditors
- Assisted in evaluating internal controls and risk management processes
- Documented audit findings and assisted in preparing audit reports
- Gained exposure to audit procedures and techniques under the guidance of senior auditors

2017 – 2018

Assistant Accountant

Omer Flour & General Mills Private Limited, Rahim Yar Khan, Pakistan

- Responsible for financial data entry and bookkeeping.
- Managing accounts payable and accounts receivable.
- Reconciling bank statements and ledgers.
- Processing employee expenses and invoices.
- Supporting audits and financial analysis.
- Providing customer service and resolving financial queries.
- Maintaining accurate and up to date financial records

EDUCATION

2017

Master in Commerce

Islamia University of Bahawalpur

- Master's in Commerce with advanced knowledge in business, commerce, and management
- Developed expertise in financial management, accounting, marketing, and human resources

SKILLS

- Accounting Software
- Experienced in MS Office (Word, Excel, Outlook, PowerPoint)
- Tax Preparation & Planning
- Attention to Detail
- Organizational Skills
- Time Management
- Analytical Skills
- Data Entry
- Communication Skills
- Teamwork