Ashaer Mehmood

Chartered Accountant(ACA) Finance and Auditing Experienced Professional

**Address**: Dubai, United Arab Emirates

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**Email**: asharmahmodca@gmail.com

**Languages**: English, Urdu and Hindi

**Nationality**: Pakistani

**Availability:** Immediate (Visit Visa)

**O**bjective

Seeking challenging and rewarding position in accounting, finance and auditing across multinational or local organizations, demanding high standards of quality and precision and providing opportunities to amalgamate my personal enrichment with professional goals.

**P**rofile **S**ummary

I am passionate and highly qualified professional with around **seven (7+)years** of **diversified experience** and strong record of leadership and delivery of services in multidimensional and multicultural working environment, combining broad exposure in all aspects of **Finance, Accounts** and **Audit.** I have internationally esteemed professional qualification **Associate Chartered Accountant (ACA).** I have proficient skills in using **MS Office Tools,** different **Accounting ERP Systems** and other computer applications.

**For detail profile:**

**K**ey **C**ompetencies and **S**kills

* Finance and Accounts
* Auditing
* Finalization of Accounts
* Payroll Management
* Management Accounting
* Financial Reporting Analysis
* MIS Reports
* Reconciliation of Accounts
* Internal Controls Procedures
* Internal and Statutory Audit
* Bank Dealing
* Credit Control
* Aging Analysis
* Standard Operating Procedures (SOP)
* Cash Flow Management
* Inventory Management
* General Ledger Accounting

**C**areer **S**napshot

**Manager Audit** UHY Hassan Naeem & Co. (CA Firm) **Pakistan**

Apr 2015 to Nov 15

**Assistant Manager Financial Reporting** Haleeb Foods Limited **Pakistan**

Apr 2014to Dec 2014

**Assistant Manager Accounts and Tax** Jauharabad Sugar Mills Ltd **Pakistan**

Jul 2012 to Apr 2013

**Associate – Audit and Assurance** UHY Hassan Naeem & Co **Pakistan**

Aug 2008 to Feb 2012

**Job Tasks and Responsibilities:**

Auditing, Assurance, Tax and Business Advisory Services:

* Primarily responsible for supervision and finalization of statutory and internal audit assignments.
* Coordinate with audit team to develop audit plan, objectives and schedules.
* Oversee daily activities of audit team to ensure deliverables within allotted budget and timelines.
* Assist in employee hiring, performance evaluation, promotion, retention and termination activities.
* Analyse financial data, records, reports and statements.
* Train and mentor audit assistants and other audit staff.
* Coordinate with the management to take necessary action on audit findings.
* Obtaining sales tax data from Plant, filing monthly and annual sales tax returns.
* Deal in all other tax related matters of the company.
* Maintenance of personal records and supervision of day-to-day financial matters of the Directors.
* Understand client’s business and its various processes including analysis of performance and comparison with industry data.
* Plan and perform engagements in accordance with IFRSs or other applicable financial reporting frameworks.
* Examine and report on client’s compliance with regulatory requirements relating to financial reporting.
* Communicate identified internal control deficiencies, if any.
* Resolve key audit and accounting issues arising out of engagements.
* Draft communication with management and those charged with governance.
* Document work performed and assisting in the preparation of annual budget.
* Implemented a comprehensive ERP package at Salt n Pepper (restaurant) and its branches.
* Implemented a fixed asset module at Kohinoor Sugar Mills Limited and computerized data pertaining to the previous 10 years.

Financial Reporting, Accountsand Payroll Management:

* Preparation of monthly, quarterly and annual accounts.
* Carrying out variance analysis and reporting to senior management.
* Coordinating with statutory auditors by providing them the required information.
* Approval of administration, sales and distribution expenses before the same are forwarded for payment.
* Checking and approving working of monthly provisions before being posted in GL.
* Approving purchase orders (PO) via ERP system, after verification from minutes of the meetings and e-approvals.
* Preparation of accounts and finance presentation to be presented in monthly Management Committee.
* Attending quarterly and annual BOD meetings and presenting detailed variance analysis of accounts.
* Conducting meetings with a key vendor on monthly basis to resolve account balance differences.
* Computation of mark up on Loan/Ijarah facilities obtained from banks and financial institutions.
* Permanent and daily wagers by operating customised payroll management software.
* Disbursement of salaries and daily wages after verification of data received from all other departments to ensure that the salaries and benefits paid and deductions made are in line with company's policies.
* Responsible for calculation of monthly provisions of gratuity, final dues, leave encashment and other payroll provisions. Conducting meetings of board of trustees.
* Responsible for processing of final settlement of employees in accordance with company's HR policies.
* Responsible for investment of gratuity and provident funds into profitable avenues.

**A**cademics and **P**rofessional **Q**ualifications

Associate Chartered Accountant (ACCA) 2015 The Institute of Chartered Accountants of Pakistan

A-Level 2005 University of Cambridge Local Examination Syndicate

O-Level 2003 University of Cambridge Local Examination Syndicate

**R**eferences

May be furnished on demand.