

Ali Raza Tariq

Lives in, Dubai, UAE.

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Expected Salary: Negotiable

D.O.J: Joining Immediately

Visa Status: Cancellation Visa

Driving license: Valid Automatic Gear & Personal Car

Relocate: Any Where in UAE



Highlights

- ✓ CIPA (Certified Institute of Public Accountant)
- ✓ 4 Years and 05 months of Accountancy, Auditing and VAT experience.
- ✓ Worked in construction, manufacturing and Services industries.

Things to Expect after Hiring.

1. Bookkeeping, P&L, Balance Sheet, Cash flow and Internal and External Audits.
2. Development of systems, procedures and policies in Finance, HR, Accounting, and Credit control
3. Driving success through Negotiation, Problem solving, Planning, Analytical and Reasoning skills.

My Education

- ✓ CIPA (Certified Institute of Public Accountant) Australia
- ✓ CISI (Certified Institute of Securities and Investment) UK
- ✓ IFAC (Institute of Financial Accountant) UK
- ✓ B.Sc. (honors) Accounting and Finance University of Lahore

Why Me.

The value I return back always far exceeds my employment cost. Details below

Experience

Senior Accountant (CPA) with VAT (Taxation)

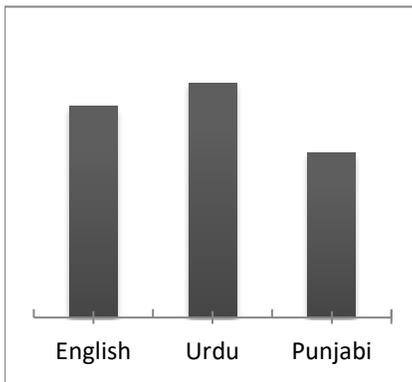
Al Amthal Roads Cont. & General Maint. L.L.C – in Ajman, UAE

(November 2017 – February 2019)

Key Responsibilities

1. Accurate Processing of Bank and Petty Cash Receipts/Payments and Performing Reconciliations.
2. **Bookkeeping** and Handling **Accounts up to Finalization.**
3. Preparing **receivables, payable reports** & reconciliations and other third parties.
4. **MIS Reporting** & Planning and advising for managing monthly prepayments.
5. Deal with the bankers and ensured timely **Banking reconciliation** of balances. Coordinating and maintaining PR with banks and suppliers.
6. Prepare and monitor the **TAX returns (VAT) filing.**
7. Examination and Rectification of errors in Accounts.
8. Preparation of monthly and quarterly Finalization journals, financial statement (prepayment, accruals, fixed assets).
9. Raising, recording and posting of **Sales purchase invoices, credit notes,** statements and allocation of receipts against customer's accounts using **Excel spread sheets, QuickBooks & Tally ERP.**
10. Develop maintain and analyze budgets, preparing reports that compare budgeted cost to actual costs.
11. Assist with **year-end audit** (internal and external).
12. Maintained and run periodic **payroll cycles** to ensure that all payrolls are processed on time.
13. Prepare, examine, or analyze accounting records financial statements, or other reports to assess accuracy, completeness and conformance to reporting and procedural standards.

Languages Spoken



Trainings

Attended training in followings

1. Speaking skills.
2. Microsoft Office with (Advance Excel)
3. QuickBooks ERP
4. Tally ERP-9

Interests

- ✓ Book Reading
- ✓ Cricket, Foosball and Fitness Training

Participation Events

- ✓ Promote Solar Energy through marketing fair
- ✓ Charity Collection for needy people
- ✓ Driving Campaign for Blood Donation

Other Info

- ✓ **D.O.B:** 14-11-1992
- ✓ **Marital Status:** Single
- ✓ **Religion:** Islam

Trainee in Audit & Assurance

DFK International --- Audit firm Rizwan & Company in Lahore City, Pakistan (*Worked from July 2014 to September 2017*)

During the trainee experience with the firms, I was involved in various assignments in Audit and Assurance Division, **Taxation (GST)** and Internal Control Evaluations. The various sectors I worked in ranged from manufacturing industry to the service providers. The ensuing paragraphs describe the major tasks I performed during my training period:

Key Responsibilities

1. Initial planning of the job and identifying risk areas during the process
2. Assessment of control risk and designing the tests of controls for specific areas in consultation with the engagement manager;
3. Analysis of Financial Statements
4. Performing the test of control and substantive procedures highlighting the issues/ matters;
5. Discussions with the clients regarding the various accounting or other issues/ matters identified during the assignment;
6. Reviewing the work done by the team members and getting it reviewed by the engagement manager and partner;
7. Extensive application of the International Financial Reporting Standards (IFRS) and preparation of financial statements in compliance therewith;
8. Preparation of other deliverable, such as, management letter identifying control weaknesses, its implications and recommendations; and
9. Verifying compliance with various laws relating to the client.

The various sectors I worked; ranged from manufacturing industry to services organizations. The assignments include

- Scope of Assurance Audits, Internal Audits and Taxation
- Online filling of **Goods & Services Tax (GST)** Returns of Companies and Individuals under Goods & Services Tax Act respectively
- Preparation of Accounting and Procedural manuals
- Special Nature Assignments like (Inventory Verification, Stock Evaluations and Cash Count Etc.)
- Accounting and Book keeping Assignments

CLIENT PORTFOLIO

Major assignments I had done during my trainee in Audit and Assurance include;

AUDITS & ASSURANCE:

- 1) Ashaz Medical Pvt. Limited
- 2) Lahore Garment City Company
- 3) Nafeesa Textiles Pvt. Limited
- 4) Firetech Enterprises Pvt. Limited
- 5) Fazal Din Pharmaceuticals Plus Pvt. Limited
- 6) Ravi Autos Sundar Pvt. Limited
- 7) Mavra Ghee Industries