

Cover Letter

I am writing this after going through your job details for the subject position. Working with different banks and reputed companies has nurtured my skills to perform any accounts, audit and finance related job with great skill and employer confidence. I've worked in the areas of business and transaction advisory, and internal and external audit with great proficiency. I also possess good knowledge of tax laws and various accounting software. Based on my experience, I can take up any role in Audit, Advisory, and Finance and deliver at par.

I have highly effective communication skills with native US / UK accent. I also possess great drafting and report writing skills. I am well versed with Microsoft Excel, Word and Power BI and can use these tools for data analysis and data mining. I am detail-oriented, flexible, team player, and have a can-do attitude. I possess sound analytical skills and have a great decision-making power.

Why I should be hired?

- I am highly trustable
- I possess high moral and working standards
- I take ownership of my work and always strive to deliver great results

Let's discuss further as to how my skills and capabilities can contribute towards the achievement of your business goals and objectives.

Please schedule an onsite interview. I'll be available in Dubai, UAE (on Visit Visa) for a face-to-face interview from 16th of May 2023.

Best regards,

Sohaib Shahid

SOHAIB SHAHID

Accounts, Finance & Audit Specialist

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Summary

To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where one can utilize his skills effectively and efficiently.

Skills

Business:

Financial Reporting (IFRS) • Costing & Budgeting • Financial Analysis • Reconciliations • Payroll Management • Risk Management • Bookkeeping • Accounts Receivable & Payable • VAT • Due Diligence • Data Analysis

Technology:

Microsoft Excel • QuickBooks • Xero • Power BI • Oracle

Experience

Rupali Polyester Limited (Listed Co.)

Lahore, Pakistan

Deputy Manager Accounts

06/2022 – 05/2023

- Improved process efficiency through preparation of daily cost sheets for management decision making, performed variance analysis and prepared justifications to control costs.
- Preparation of monthly and quarterly budgets and management accounts.
- Reviewing transactions before posting into the ERP system (Oracle).
- Assisted with the smooth conduct of statutory audit.

Varioline Kitchens (Pvt.) Limited

Lahore, Pakistan

Manager Accounts

03/2021 – 05/2022

- Preparation and analysis of Financial Statements in accordance with International Financial Reporting Standards and International Accounting Standards.
- Bookkeeping, tax return filing, receivables and payables management and payroll management.
- Identification and assessment of internal control risks and making recommendations thereof.

Tariq Abdul Ghani Maqbool & Co. Chartered Accountants

Lahore, Pakistan

Supervisor Audit and Business Advisory

03/2018 – 02/2021

- Preparation of income estimation and due diligence reports for corporate clients.
- Preparing quarterly, half annual and annual Management Purpose Financial Statements right from the trial balance.
- Performing risk assessment procedures and setting the audit strategy.
- Periodic visits of the clients and observing the accounting entries being made and suggesting any changes (if required).

UHY Hassan Naeem & Co. (Member firm of UHY Hacker Young)

Lahore, Pakistan

Audit & Advisory Associate - (Apprenticeship)

06/2014 – 12/2017

- Income estimation and due diligence reports including financial projections for corporate financing and factoring purposes.
- Executed internal audit assignments for various clients. This included identifying deficiencies in the existing control system and offering recommendations.
- Payroll management and disbursement for the employees of Food Consults (Pvt) Limited.
- Performed External Audit Assignments for multiple clients from various sectors. Some notable clients include Olympia Chemicals Limited, Red Crescent and Juharabad Sugar Mills Limited among others.

Education**Institute of Chartered Accountants of Pakistan Lahore, Pakistan**

Lahore, Pakistan

- Certification in Accounting and Finance
- CA (Finalist)

04/2011 – 05/2014

University of the Punjab Lahore, Pakistan

Lahore, Pakistan

Bachelor's Degree (Economics major)

03/2008 – 08/2010

Courses & Certificates

- [Presentation Skills Training Course](#) – SKANS School of Accountancy.
- [Computer Course on Practical Training](#) – Rise Premier College.

Hobbies

Book reading • Running • Music

Languages

English • Urdu • Hindi • Punjabi