



HUZAIFA BIN TALHA

Chartered Accountant (Finalist)

CONTACT

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ADDRESS:

Dubai, United Arab Emirates.

VISA STATUS:

Visit Visa (fill 21 Dec 2023).

AVAILABILITY:

Can Join Immediately.

KNOWLEDGE & SKILLS

- International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS).
- International Standards on Auditing (ISAs).
- Financial accounting and analysis.
- Budgeting and Forecasting.
- VAT and Corporate Tax.
- CaseWare Audit Software.
- Microsoft Office (Excel, Word, Power Point).
- Accounting Software (QuickBooks, Zoho, Tally, SAP).
- Ability to work under pressure.
- Interpersonal communication skills.

PROFILE & OBJECTIVE

An experienced **auditing and finance professional** having **more than 4 years** of diverse and enriched experience in conducting meticulous external and internal audits, performing thorough interim reviews, executing agreed-upon procedure assignments, and preparing financial statements and audit reports. Proven **ability to lead and manage teams**, and to deliver **high-quality work on time**.

I intend to pursue a position in an organization that would provide challenges and recognition with an opportunity to gain experience professionally and employ my abilities to contribute to the organization's growth.

WORK EXPERIENCE

Senior Audit Associate (March 2023 to Sep 2023)
EBSCA Accountants LLC Dubai - UAE



Accounting & Audit Associate (June 2019 to Dec 2022)
PKF F.R.A.N.T.S. Chartered Accountants
(Member firm of PKF International)



Core Competencies:

Accounting and Finance

- Preparation of financial statements including **Balance Sheet Profit or Loss, Cash Flows, Changes in Equity** statements, Financial Reports and Ad Hoc Financial Reporting.
- Recording of daily journal entries and handling monthly, quarterly and annual closings.
- Preparation of **Bank reconciliations** between ledgers and bank statements.
- Properly maintaining **Sales and Purchases registers** and reconciling it with ledgers.
- Preparing **Fixed Assets** schedule as per **IAS 16**, preparing lease schedules and recording **Leases** as per **IFRS 16** and preparing valuation of **Inventory** as per **IAS 2**.
- Preparing **Accounts Receivables and Payables movements** and reconciling them with customers and suppliers ledgers and with bank statements.
- Recording of **Imports** made through **LCs** (Sight LC and Acceptance LC) and recording of relevant gains and losses.
- **Dealing with banks** regarding usage of **Financing** Limits, calculating finance cost on used limits and reconciling with bank letters.
- Making detailed **variance analysis** of Assets to Liabilities, Sales to Cost of sales and operating expenses, comparing **budgets/forecasts** with actual expenses/sales determining gaps and discussing with senior management.

CERTIFICATES

- PCSC – Presentation and Communication Skills Course.
- PVEA – Professional Values, Ethics and Attitude Course.

PERSONAL INFORMATION

- **Date of Birth**
12 March 1997
- **Nationality**
Pakistani
- **Languages Known**
English, Urdu, Hindi, Punjabi
- **Marital Status**
Single

REFERENCE

- Will be furnished on demand.

WORK EXPERIENCE

External Audit

- **Leading and supervising audit** portfolio of clients (small to large businesses), which includes **planning** of audit, performing **risk assessment** procedures, test of controls, **execution** and **finalization** of statutory audits in compliance with Local laws and regulations, Independence and Ethics guidelines, International Financial Reporting Standards (**IFRS**) and International Standards on Auditing (**ISAs**).
- Drafting **Terms of Engagement**, conducting preliminary reviews, drafting **audit programs**, discussion of **audit observations** with management, **Adjusting Entries**, preparation and review of **Audit Working Papers**, drafting **Audit Reports**, review to engagement partner & preparation of **ML** for client.
- **Preparing financial statements** by ensuring that the amounts recognized and **disclosures** are in accordance with the IFRSs, Corporate laws and other directives of Regulatory Authorities.
- **Establishing** and strengthening cordial **client relationship** through liaisons at various levels of client personnel including top management.
- Responsible for **supervision**, professional development and performance evaluation of **junior staff** members.

Internal Audit

- Performance and control of full audit cycle including **risk management** over operations, effectiveness, **financial reliability** and compliance with all applicable directives and regulations.
- Identification of **loopholes and recommendations** of risk aversion and cost saving measures.
- **Investigating fraud** via fraud risk assessment that uses fraud deterrence principles.
- Preparation and **presentation of reports** that reflect Audit's results and documentation of Audit processes.

VAT and Corporate Tax

- Monitoring of **submission** of monthly, quarterly **VAT returns**.
- Making **reconciliations** between sales and purchases as per VAT returns and as per relevant ledgers.
- Preparing **provision for taxation** (Current as well as prior year) to be included in Financial Statements.
- Dealing with **Income Tax Audits**, providing all required data.
- Reviewing **tax returns, extensions** and estimate tax payments.
- Reviewed working of **VAT, WHT and Corporate Tax**.

Significant sectors handled during the professional career:

- Construction
- Manufacturing
- Textile
- Engineering Services
- Real Estate
- Hospitality Industry

EDUCATION - PROFESSIONAL LEVEL

- **CA CFAP/ MSA / Finalist – ICAP [Pakistan] – Continue**
Institute of Chartered Accountants of Pakistan (ICAP)
- **CA CAF / Inter – ICAP [Pakistan] – Passed**
Institute of Chartered Accountants of Pakistan (ICAP)
- **CA AFC – ICAP [Pakistan] – Passed**
Institute of Chartered Accountants of Pakistan (ICAP)