

RAFI ULLAH KHAN

ACCOUNTS & FINANCE PROFESSIONAL



+971 558419410

rafikhan00745@gmail.com

www.linkedin.com/in/rafi-khan-ca

Passport valid till June 12, 2028



ABOUT ME

Forward looking, result oriented and a responsible professional with more than 4 years of diversified experience. You will find me as an organized person who can lead, multi-task, manage, decide and deliver. My communication and presentation skills are excellent. I always look for solutions, co-operation and perfection.



PROFESSIONAL SKILLS

- Timely preparation of general ledgers, trial balance, statement of profit or loss, statement of financial position, cash flows and consolidated financial statements.
- Application of International financial Reporting Standards and International Standards on Auditing.
- Maintaining books of account and daily banks reconciliation.
- Carrying out reconciliation of Receivable and Payables with their respective statements.
- Managing physical inventory taking and valuation in accordance with Accounting standard.
- Ensuring regular submission of Fixed Assets Module and preparing Monthly Depreciation Chart and recorded respectively.
- Analyzing business operations, trends, costs, revenues, financial commitments, and obligations
- Adjustments of Suspense Accounts and Accounting Discrepancies.
- Checking invoices like approval, payment terms and following up of incomplete records.
- Managing the complete planning and management activities for audits, ensuring completion of audits with in time and coordination with external auditors.
- Application of cut off procedures at financial year end.



EXPERIENCE

FINANCIAL AUDITOR | Nov, 2023 – April, 2024

KGRN CHARTERED ACCOUNTANTS (United Arab Emirates)



- Conducted various external audits and prepared the financial statements of different companies located in the United Arab Emirates.
- Prepared comprehensive audit reports highlighting findings, recommendations and suggesting improvements to management and stakeholders.
- Analyzed internal controls and compliance with regulatory requirements, identifying control weaknesses and recommending remedial actions to mitigate risks.
- Collaborated with cross-functional teams to develop tailored audit plans and execute audit procedures efficiently and within established timelines.
- Maintained effective communication with clients throughout the audit process, addressing inquiries, providing guidance on audit matter and building strong client relationships.

SENIOR ASSOCIATE AUDIT & ASSURANCE | Dec, 2022 – Oct, 2023



A & J MULTI CONSULT

- Dealing with the external audits of different companies of Hong Kong region.
- Worked on audits of over 30+ companies of Hong Kong region of different sectors.
- Worked and supervised the whole process from initial stage of audit planning to the finalization of audit report.
- Reviewing of the financial statements by the reporting framework comprising of IFRS and local laws applicable in Hong Kong.
- Review of Compliance with industry-specific regulations which included newly enacted laws.
- Actively participated in team meetings and submitted reports on time as required.

AUDIT AND ACCOUNTS ASSOCIATE | June, 2019 – DEC, 2022



SHINEWING HAMEED CHAUDHRI & CO. CHARTERED ACCOUNTANTS

Conducted various external, internal, forensic and tax audits of more than 30 clients and prepared the financial statements of single company and group of companies. Also provided accounting and bookkeeping services to various clients.

Sectors served:

- Food & beverages
- Textile industry
- Financial institutions
- Automobiles
- Investment companies
- Educational institutions
- IT & media
- Real estate / construction
- Social & charitable institutions
- Sugar industry



EDUCATION

CHARTERED ACCOUNTANT – CA FINALIST | PAKISTAN
INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN



CERTIFIED PUBLIC ACCOUNTANT - CPA | PAKISTAN
INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF PAKISTAN



STUDENT AT ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS – ACCA | UK  Think Ahead
ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

ASSOCIATE OF INSTITUTE OF PUBLIC ACCOUNTANTS - AIPA | AUSTRALIA
INSTITUTE OF PUBLIC ACCOUNTANTS



INTERMEDIATE OF INSTITUTE OF FINANCIAL ACCOUNTANTS - IFA | UK
INSTITUTE OF FINANCIAL ACCOUNTANTS



CERTIFIED INTERNAL AUDITOR - CIA | PAKISTAN
INSTITUTE OF CERTIFIED INTERNAL AUDITORS OF PAKISTAN





SKILLS

CORE COMPETENCIES

- Audits and financial reporting
- Compliances with IFRS/IAS & ISA
- Compliance of Corporate matters
- Tax accounting and Compliances

TECHNICAL PROFECIANCIES

- MS word and power point;
- Microsoft Dynamics 365
- Odoo
- Advanced excel;
- QuickBooks;
- WIDI

INTERPERSONAL SKILLS

- Leadership
- Team Management
- Decision Making
- Time Management
- Communication
- Motivation
- Flexibility
- Learning
- Problem Solving



CERTIFICATES

Presentation and Communication Skills Course – PCSC-I
Professional Values, Ethics and Attitude (PVEA)