

MUHAMMAD JAWAD

ACCOUNTS AND FINANCE PROFESSIONAL



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Visa valid till November 21, 2023

Availability: Immediate



ABOUT ME

Forward looking, result oriented and a responsible professional with more than 5 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

SUPERVISOR AUDIT & ASSURANCE | March, 2022 – Sep, 2023

A & J MULTI CONSULT



- Managing a team of more than 4 members.
- Dealing with the external audits of different companies of Hong Kong region.
- Worked on audits of over 70+ 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.

SENIOR AUDIT AND TAX ASSOCIATE | JULY, 2018 – DEC, 2021



CROWE HUSSAIN CHAUDHURY & 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. Major clients are as follows:

Manufacturing industry / Textile Industry

- Service Industries Limited
- Ayesha Spinning Mills Limited
- Fast Cables Limited
- Brighto Chemicals Pakistan (Pvt.) Limited

Foreign companies

- Glowfish Holding (Pvt.) Limited
- Tebian Electric Apparatus Stock Co. Limited

Engineering and Power industry

- Descon Engineering Limited
- Sukkur Electric Power Company Limited

Government organisations

- Habibabad Operations and Management Engineering Company (Pvt.) Limited

Automobiles

- Malik Auto and Agriculture Industries (Pvt.) Limited (Guard Group of Companies)

Service industry

- Descon Power Solutions (Pvt.) Limited
- Inspectest (Pvt.) Limited

Social and charitable institutions

- Allah Walay Trust

Education

- Pakistan Institute of Fashion and Design
- L'ecole Mondiale

IT and Media

- Infotech (Pvt.) Limited

Financial Institutions

- Zarai Taraqati Bank Limited
- First National Bank Modaraba

Real Estate

- Gulberg Greens (Pvt.) Limited



EDUCATION

**CHARTERED ACCOUNTANCY – (CA FINALIST) | PAKISTAN
INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN**



PAPERS PASSED

Level – I (AFC)-2016

- Functional English
- Business Communication
- Information Technology
- Quantitative Methods

Level – II (CAF)-2018

- Introduction to Accounting
- Economics and Finance
- Business Law
- Business Management & Behavioral Studies
- Financial Accounting & Reporting – I
- Financial Accounting & Reporting - II
- Principles of Taxation
- Cost and Management Accounting
- Audit & Assurance

Level – III (CFAP)-Continued

- Audit Assurance & Related Services



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;
- Advanced excel;
- QuickBooks;
- Case Ware;
- 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 Attitudes (PVEA)