



Personal Details

Name: Faizan Aziz

DOB: November 27, 1999

Phone: 0547084396

Location: Sharjah, UAE

Email: faizan_sumra@outlook.com

Visa Status: Visit Visa

Visa Validity: 28th March, 2024

Skills

Microsoft Office



Xero



QuickBooks



Zoho Books



Report Writing



Communication



Profile

A professional with qualification in Accounting and Finance has three years of experience in accounting and external auditing, risk analysis, accounts management, implementing internal control system, and compiling financial and management reports. I have the ability to work across departments to ensure smooth communication and compliance with industry standards.

Employment History

Senior Accounts Executive | Canon Home Appliances

March 2023 – January 2024

- Manage all accounting operations including accounts payable, accounts receivable, general ledger, cost accounting, inventory accounting and revenue recognition.
- Oversee the invoicing process, monitor accounts receivable aging, and follow up on overdue payments. Manage accounts payable, ensuring timely payment to vendors and suppliers.
- Maintain and reconcile general ledger accounts. Ensure accuracy and completeness of financial records.
- Reconciling bank statements with the company's financial records to ensure accuracy and identify discrepancies.
- Prepare and analyze monthly, quarterly and annual financial statements, including balance sheets, income statements, and other financial reports to identify trends, variances and opportunities for cost saving or revenue enhancement.
- Conduct financial analysis to support decision-making, including profitability analysis, trend analysis, and cost-benefit analysis, providing insights into key financial metrics to senior management.
- Implement and maintain internal controls to safeguard company assets and ensure compliance with financial regulations and policies.
- Assist in developing annual budgets and periodic forecasts, providing insights and recommendations to senior management based on financial analysis.

Audit Associate | Amir Salman Rizwan Chartered Accountants

January 2022 – February 2023

- During my time at Amir Salman Rizwan Chartered Accountants, I was part of various engagement teams for external audit of Bahria Town Private Limited, Up Country Enclosures Private Limited, AG Publications Private Limited, Iqra Roza Tul Atfal Trust, and Punjab Welfare Trust for the Disabled.
- Obtaining a thorough understanding of the nature of the client's business, the business and regulatory environment in which it operates.
- Participating in the planning and scoping of audit engagements, including understanding the client's business, assessing risks, and developing audit strategies.
- Verified accuracy of financial records and transactions to ensure accuracy of financial statements. Verification of different heads of financial statements such as revenues, operating expenses, current and non-current assets, equity and liabilities.
- Ensure that entity's financial statements are prepared in accordance with International Financial Reporting Standards/International Accounting Standards and are in compliance with the local laws & regulations.
- Identified and evaluated potential risks and exposures to determine their impact on the financial statements.

Accounts Executive | KALE

February 2021 – December 2021

- Recording day-to-day financial transactions and ensuring that they are accurately and timely entered into the accounting system.
- Monitoring and managing the receivables, including generating invoices, following up on payments, and reconciling customer accounts.

- Managing and processing payments to vendors, suppliers, and other creditors, ensuring adherence to payment terms.
- Reconciling bank statements with the company's financial records to ensure accuracy and identify discrepancies.
- Collaborating with HR to ensure accurate and timely processing of payroll, including deductions, taxes, and other relevant components.
- Monitoring and controlling company expenditures, analyzing variances, and recommending cost-saving measures.

Education

ACCA |The Association of Chartered Certified Accountants

August 2023 to Present

CA (INTER) |Institute of Chartered Accountants of Pakistan

January 2019 to November 2021

Bachelors in Commerce |Bahauddin Zakariya University, Multan

September 2021 to September 2023

Courses

Certified ProAdvisor, IntuitQuickBooks

Advisor Certification, Xero