

# Muhammad Atif Iqbal

Deira Dubai- UAE

Cell: +971 58 300 9194

Email: [malikatifrazaa@gmail.com](mailto:malikatifrazaa@gmail.com)



---

**Objective** Looking for a Position in an environment having challenging work, responsibilities, achievements and recognition and career growth in the field of Audit & Accounts.

---

**Achievements** Acquired ability to plan and execute work and apply professional knowledge under target oriented and stress conditions as a team leader.

---

**Professional Qualification**

- **CA inter(Certified in Accounts and Finance)**  
*Institute Of Chartered Accountants Of Pakistan (Under Bye Laws 1984)*
- **ACCA( skilled level)**

---

**Academic Qualification**

- **Intermediate (in commerce)**
- **Matric (science subjects)**

---

**Certification**

- **Certificate of Computer Practical Training**  
*Eastern College of Accountancy (Lahore-Pakistan)*

---

**Information Technology Competency**

- MS Office (MS Word, MS Excel, MS Power Point, and MS Access).
- Tally 9, Peach tree, Quick books, etc. Proficient in handling different computerized accounting soft-wares.
- Internet & Email.

---

**Professional Experience**

A member firm of



**Masood Pervaiz & Co.**

**2023 - 2024**

*Masood Pervaiz & Co.* is one of the pioneer *Chartered Accountant* firm in Pakistan serving the industry, more than a decade, has a diversified portfolio of clients for Audit, Tax, Corporate and Management Consultancy.

**Manager Audit & Accounting Services**

**Reporting to: Managing Partner**

**Location : Pakistan**

**Job Responsibilities**

- Managing proper conduct of accounting & financial affairs including taking care of smooth functioning of Accounting software and MIS of various clients/companies.
  - Planning, Executing and Supervising external audits of various Companies.
  - Preparation /finalization of Financial Statements according to the requirements of Statue and International Accounting Standards (IAS) and drafting of formal audit reports.
  - Devising and proper implementation of Accounting and Internal controls and preparation of standard accounting procedures for finance department of companies.
  - Managing and monitoring compliance with the statutory, corporate, income tax and sales tax obligations of the prescribed companies.
  - Handling/supervising banking operations, issuance and renewals of guarantees and leases,
-

---

---

remittances and related documentation to permanent clients.

---

---

**Major Sector-Wide Experience During Internship with *Masood Pervaiz & Co.***

- Communications
- Financial Institutions/ Brokerage Houses (Shares).
- Electronic & Print Media
- Freight, Clearing and Forwarding
- Food & Beverages
- Super Stores & Shopping Malls
- Educational Institutions, NGOs & Health Care

---

---

***Special***

***Assignments***

- System audit of Corporate/ Individual Members of Lahore Stock Exchange.
- Planning, implementation and audit of inventory control system.
- Various assignments of WPPF, Provident Fund and Gratuity Fund.
- Physical verification of Fixed Assets and various stock takings.

---

---

***Personal***

- Father's name Muhammad Iqbal
- Age 27 Years
- Nationality Pakistani
- Visa Status Visit
- Marital status Single

Fluent in **English & Urdu**

---

---

***Reference***

- Will be provided if required
- 
-