



MUHAMMAD AFFAN

CHARTERED ACCOUNTANT (CA INTER)

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RESIDENCE: DUBAI, UAE

OBJECTIVE

I am CA inter qualified from institute of Chartered Accountants of Pakistan. I have technical knowledge about accounting, Auditing, Bookkeeping and Taxation and practical exposure of Auditing, Taxation and Bookkeeping in CA firms. I am looking forward to add value to your organization by working for you and enhancing my exposure. I am Currently on a visit Visa in Dubai and ready to join Immediately.

EXPERIENCE

2022-2023

Junior Associate Hassan Farooq and co. (Internship)

Prepared F/S for different Companies following rules of IFRS, Performed Monthly and yearly Stock-counts for Audit purposes, Performed Audit Procedures for Audit of different Companies, Worked on ERP Systems of Clients and Managing there documents and keeping Data up to Date, Assessing Internal Controls of Companies, Providing Services of Advisory on Various matters regarding Financial Issues, Basic use of QuickBooks for Bookkeeping and Audit purposes.

Companies I worked on Include: US Apparel and Textiles Ltd., Malmo Sweet and Bakers Ltd., Hardees Pvt. Ltd., ECS Shoes Ltd.

Reason for Leaving: It was a 1 year Internship Program so I left after 1 year when tenure Ended.

2021-2022

Junior Associate Javed & co. (Internship)

Performed Bookkeeping for various Clients, Filling of Income Tax Returns of individuals, Performed Audit of NGOs and Small Pvt. Ltd. Companies, Registration of Companies, SME's and Partnerships.

Companies I worked on Include: Rifle Association Pvt Ltd., Various Individuals for income Tax filing, Dawn Pvt. Ltd.

Reason for leaving: It was a 1 year internship Program so I left after 1 year when tenure Ended.

SKILLS

Accounting Software's

QuickBooks, Microsoft Excel (Use of If, and, or, and other regular use formulas), Xero, Oracle ERP, Bookkeeping in Oracle ERP, Preparation of Financial Statements

EDUCATION

2018-2023

CA inter

Institute of Chartered Accountants of Pakistan

Passed my 13 Exams out of 21 exams of Chartered Accountancy.

2016-2018 Intermediate in Computer Sciences

Punjab College

2014-2016 Matriculation

Board of Intermediate and Secondary Education Lahore

OTHER INFORMATION

Nationality: Pakistan

Languages: English, Urdu, Punjabi

Familiar with IT related Software's since my Intermediate and High school both were in Computer Sciences.

Also have Entrepreneurship Experience Running my Own Small single member Enterprise in Pakistan.
