

Zain Ul Abdin
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Objective:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Profile:

A versatile, analytical, and hard-working accounting professional with a practical 'get the things done' approach, who always perseveres to achieve the best results.

I am currently employed as an Audit Supervisor at **Parker Russell A.J.S Chartered Accountants** (Affiliated with **Parker Russell International**) in accounting and auditing department.

Work Experiences:

- **Parker Russell A.J.S Chartered Accountant** May 2021 to Present

Areas of expertise:

Accounts Manager (Mar-24 to Aug-24)

Sky 9 Builders and Developers Group

Real state/Developer

Tasks and responsibilities:

- Managing customer financial and non-financial data.
- Maintaining customer receivable ledgers.
- Calculating and processing rental payments to customers.
- Reconciling customer balances and correcting previous data.
- Performing daily bank reconciliations.
- Maintaining project-wise data.
- Maintaining and updating inventory in the ERP system.
- Identifying and correcting errors in the ERP system.
- Periodically reviewing ERP data.
- Assisting other departments to ensure smooth operations and resolving internal and external queries.
- Overseeing the operations of affiliated companies and handling the financial accounting of transactions between them.

Internal audit:

Pakistan Sweet Home AFP

NGO/NPO

2021

Internal audit includes following functions to perform:

- Objectively review the organization's business processes.
- Evaluate the efficacy of risk management procedures that are currently in place.
- Protect against fraud and theft of the organization's assets.
- Ensure that the organization is complying with relevant laws and statutes.
- Make recommendations on how to improve internal controls and governance processes.

External audit assignments:

Major external audit assignments performed.

<u>Clients</u>	<u>Sector</u>	<u>Financial year/period</u>
Global Pharmaceuticals	Pharmaceuticals	2024
Rahma Islamic Relief	Non-Profit Organization	2023
Pakistan Scouts Cadet College Batrasi	Education	2023,2022,2021
Pakistan Scouts Cadet College Trust Fund	Provident fund	2023,2022,2021
Ali Raza and Partners LLP	Legal Firm	2023
NDC Welfare society	Employee Housing Society	2023,2021
Paksat International (Private) Limited	Satellite and Broadcasting	2023,2022
Community Uplift Program	Services	2023
Bedari (The Organization)	Non-Profit Organization	2023,2022
Gun and Country Club	Non-Profit Organization	2022,2021,2020,2019
Islamabad Healthcare regulatory authority	Health Regulatory authority	2022,2021,2020
Pakistan Tehreek-e-Insaf	Political party	2023,2022
Pakistan Single Window	Imports/Exports Services	2021,2020

Tasks and responsibilities as audit Team Member/Job-In-Charge.

- Assigning task to team members and reviewing their work as Job-In-Charge.
- Planning and execution of the audit engagement according to International Standards on Auditing ISAs.
- Participating in final deliverables like Audit report, Management letter, Board letter Summary of significant issues.
- Reviewing of accounting and internal control systems and suggesting procedures for their improvements.
- Evaluating financial statements for compliance with IFRS, ICAP Standards, Companies Ordinance and Taxation laws.

Others Assignment:

Minawa construction company	Construction company	2021
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Compilation assignment includes following functions to perform:

- Calculating the maintenance charges payable by residents.
- Ensure that the management has provided services as per agreement between management and residents.
- Issuing report on the errors, non-compliance, and recommendations to residents.

Education:

<i>Time</i>	<i>Degree/Certificates</i>	<i>Institute/Board</i>
July 2023	CFAP-1 Advance Accounting and Financial Reporting (Pass)	Institute of Chartered Accountants of Pakistan
May-2021	CAF-Certificate in Accounting & Finance	Institute of Chartered Accountants of Pakistan
Mar-2016	AFC - Assessment of Fundamental Competencies	Institute of Chartered Accountants of Pakistan
July-2015	Intermediate – FSC (Pre-eng)	FBISE
April-2013	Matriculation – Sciences	FBISE

Courses, Skills & Abilities:

<i>Sr.</i>	<i>Courses, Skills & Abilities</i>	<i>Institute/Proficiency</i>
1	Webinar on Countering Frauds Cybercrimes and Use of Cutting-Edge Forensic Investigation Techniques	Institute of Chartered Accountants of Pakistan
2	Professional Value and Ethics Course	Institute of Chartered Accountants of Pakistan
3	SMP Audit Skills Enhancement Series Training	Institute of Chartered Accountants of Pakistan
4	Presentation & Communication Skills Course	SKANS
5	Odoo	Advanced
6	MS-Office	Advanced
7	SAP-Business One	Intermediate
8	Smart Audit- Audit Software	Advanced
9	QuickBooks Desktop and Online	Advanced