

Salman Pervez Shaikh

Contact number: +92-3313191180

Email address:

salmanpervezshaikh@hotmail.com

Location: Sector, I-8/4 Islamabad Pakistan.

PROFILE

I am **Professional Management Accountant personal**, working as **Senior Audit Executive** at Basharat Ali & Co. Islamabad. with having **more than 8 years of working experience** in the field of Accounts and finance. I have honed my leadership capabilities through the management of diverse audit experience gained from different variety of industries. Where I've developed a comprehensive understanding of financial reporting (IFRS), regulatory compliance, and internal controls through extensive experience in financial sector. This experience has fostered not only deep technical expertise in IFRS, ISAs, also strong leadership qualities. I define myself as a quick learner, adaptive to new and challenging environment, always willing to take initiatives and lead my teams to the end objectives with motivation and passion. I aim to utilize my professional skills, diverse knowledge, and expertise towards improving organization's performance to achieve its objectives.

WORK EXPERIENCE

Organization	Position	From	To
Basharat Ali & Co. Islamabad.	Senior Audit Executive	July 2024	To date
Grace Crown Hotel Rawalpindi.	Accounts and Fin: Manager	Dec: 2022	June 2024
A.W.M Eng: (M) School Shikarpur.	Accounts Officer	Aug: 2017	Sept: 2020
Al Barka Bank (Central Operation Dept:)	Accounts Intern	June 2017	Aug: 2017
D. Balouch Construction Company Karachi	Accountant	March 2015	May 2017
Dynamic Training solution Hyderabad.	Assistant-Accountant	March 2014	March 2015
Hands NGO Pakistan	Accounts Intern	June 2013	July 2013

QUALIFICATION

Education certification	Institute	Year
Starting International Certification Certified Management Accountant (CMA-USA)	(IMA). Institute of Management Accountants of USA.	Continue.
Starting International Certification Certified Project Management Professional (PMP).	Microsoft Multinational Technology Corporation.	Continue.
Starting International Certification Diploma of Business Mangt: & Entrepreneurship.	Alison International Education System.	Continue.
Master's Degree Equiv: in Business Admin: Major-Finance	IBA Jamshoro, University Of Sindh.	2015
HSSC (pre-Engg)	B.I.S.E Larkana	2010

ROLES AND RESPONSIBILITIES

I have been assigned with various tasks and responsibilities. I understand regulatory environments of diversified industries, key business processes and the accounting, Audit and internal control systems of the organizations while also ensuring competence in financial reporting and Audit related matters.

My responsibility mainly includes:

- Coordination with team manager to define the extent of planned accounts procedures and to update on progress of the engagement.
- Being accountable manage the data for the day-to-day accounts work and ensuring that all field work is on schedule and completed as planned.
- Managing and preparation of financial statements in accordance with the applicable of accounting standards (IFRS/local GAAP), financial reporting framework including compliance with Internal, local corporate laws and deliver works according to its guidelines.
- Reviewing management of all financial reports of clients and drafting audit reports and other valuable documents for further assistance.
- Establishing positive working environment by building firm relationships with team members, clients, and another colleagues.
- Evaluating internal control systems and risk management procedures, identifying weaknesses there in and suggesting creative recommendations to management for correcting unsatisfactory conditions, improving operations, and reducing cost.
- Provide recommendation and suggestion to staff through sharing experience and knowledge while ensuring to contribute towards effective teamwork.
- Performed in-depth analysis of financial statements, underlying transactions, and supporting documentation to ensure compliance with relevant accounting standards and drawing conclusions, highlighting any significant matters/ issues.
- Effectively managing and preparation, submission of returns/statements of Income and sales tax, through e-Filing procedures.
- Maintains of records, computation of taxable amounts, handling notices, audit assessments and other day to day practical issues relevant to income tax, federal and provincial sales tax laws.
- Ensured adherence to quality control standards and best practices throughout the audit process. Prepared comprehensive audit documentation and reports.
- Perform any task assigned by the principle and involve in all kind of management activities to play role as a management team works.

SECTORS WHERE I SERVED

- Hotel Management Sector.
- Education Sector.
- Banking Sector.
- Construction Company.
- NGO Sector

PROFESSIONAL DEVELOPMENT COURSE CERTIFICATIONS

- 4- Months Course Certification in "Taxation (Certified Tax Advisor).
- 3- Months Course Certification in "SAP ERP B-1 (Accounts and Finance)"-Continue. On Online Basis.
- 1 Year Course Certification in "Diploma in Computer in Business Management (DCBM)".

- 4- Months Course Certification in" Computerized Accounting Softwares".
- 3- Months Course Certification in" Office Automation – (MS Office)".
- 3- Months Course Certification in "QuickBooks Pro-2016 (computerized Accounting Software)".
- 3- Months Course Certification in" Data Analysis and Business Intelligence".
- 3- Months Course Certification in "Effective Communication and Soft Skills".
- 3- Months Course Certification in "Computer Digital Literacy".
- 3- Months Course Certification in "Creative Writing for Business".

WORKING ON PROFESSIONAL SOFTWARES

- Accounting Softwares: SAP ERP, QuickBooks, Peachtree, Tally ERP, XERO.
- Statistical Softwares: SPSS, E-WIES, AMOS.
- Banking Software: IMOL.
- Taxation Software: IRIS-FBR Pakistan.
- Hotel Management Software: Hotel Eye, Restrocare.
- Data Analysis Softwares: MS Power BI, Google Analytics, R, and Tableau.

PROFESSIONAL ATTRIBUTES

- Effective interpersonal and communication skills with ability to work cohesively in a team leadership skills and ability to take Initiatives.
- Good in analytical thinking and problem solving.
- Rely on more accurate and result oriented tasks/ activities.
- Ability to accept challenges Perfect follow-up tasks through self-designed Performa.
- Rely on honesty, dedication, hardworking, trustworthy, devotion.
- Visionary, adaptable, flexible and team player.
- Adaptation to the large, dynamic and multicultural organization's working environment.

AREA OF EXPERTISE

- Financial Data Management
- Internal Financial Reporting and Budgeting
- Financial Statements Analysis
- Budgeting and Risk Management
- Corporate Taxation Reporting and Evaluation
- Proficient use in MS-Office, SAP, Accounts/ Data Analysis Softwares.

OTHER USEFUL INFORMATION

Personal Information:

- Date of Birth: 17 August 1992
- Nationality: Pakistani
- Gender: Male

Hobbies:

- Passion to learn new things and update myself.
- Reading.
- Travelling.
- Music.
- playing Football game.

References:

Will be furnished on demand.