

Muhammad Arif
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Career Objective	To work in challenging managerial position in an organization of repute with professional working environment and opportunities to gain professional growth as a team member executing critical services and seeking expanded opportunities within an organization where expertise in achieving profit-oriented results would be valuable.
Experience	<p>Total Working experience 16 Years (7 years UAE experience)</p> <p>Al Turki Factory for Dairy Products (UAE) Working as Chief Accountant/Finance executive/PRO since February 2015 to date</p> <p>Al Madar Group Abu Dhabi (UAE) Working as Chief Accountant/Finance executive from February 2014 to January 2015.</p> <p>Cantt Cottages (Construction and Real Estate Project) Worked as a Projects Accountant/Finance executive from April 2012 to 30-09-2013 (Housing Construction & Real Estate Project).</p> <p>Haider Group of Companies, Multan (Petroleum wholesale, retail & PSO cartage contractors) Working as a Manager Accounts/Finance/Tax /Audit/Key Account Manager/Operation/Admin from January 2009 April 2012. Following is my task/ job responsibilities.</p> <ul style="list-style-type: none">• Maintenance books of accounts of sister concerns and head office.• Took monthly internal audits and prepare audit report of sister concerns.• Supervise all stores/stocks of sister concerns.• Control and reconciles sister concerns & head office current, saving and running finance bank accounts.• Manage Finances for sister concerns & head office.• Prepare all types of reconciliations of sister concerns and head office including inter companies accounts, stock accounts and bank accounts.• Finalize monthly firm's wise and consolidated Trial balance, Income statement and Balance Sheet. Make analysis/comparison with increase/decrease in each head of account.• Analyze evaluation of current business and redesign and re-engineering of firms business.• E-file monthly sales tax return and other Income tax statements/returns.• Comparison of Budget with actual cost/Expenses.• Preparation of Financial Statement as per IFRS.• Co-ordinate with external auditor.• Work as internal as well as external auditor.• Feeding of data/all types of vouchers Receipts Vouchers, Payments Vouchers, Sales invoices, and Journal Vouchers.• Working all matters related to Ministry of Labour like quota approval, quota cancellation, and Visa documents processing Tasheel, immigration office & Department of Economic Development.• All matters/documentation for Food items export procedure from start to end of documentation like Health Card, laboratory test, municipality certificate, country of origin (Chamber of Commerce Certificate) etc.• Preparation of staff salaries and transfer of staff salaries to their accounts as per UAE labour laws.• Follow up of Receivable and collection/Recovery of cheques. Dealing Payables and also disbursement of payments.

	CA Article ship Completed 5 years CA article ship from 01-12-2003 to 30-11-2008	
Professional Qualification	CA Intermediate (Referral in one paper) Institute of Chartered Accountants of Pakistan	
	Income Tax Practitioner (ITP) Having licenced issued from Regional Commissioner of Income Tax, Multan.	
Academic Qualification	Bachelor of Commerce (2000) (Degree attested by UAE Ministry) BZU (Multan, Punjab, Pakistan)	
Professional Experience	Junior Auditor to Audit Manager	During the course of my stay with Abdul Sattar & Company and Safdar & Co, managed to grow independently from Audit Assistant to Audit Senior. I learnt and mastered my skills in accounting and auditing. My major area of work has been manufacturing and Banking and non-banking financial institutions. A summarized list of the work carried out during this period is as follow:- <ul style="list-style-type: none"> Managed large group of people in multi location audits in different organizations. Learnt global audit methodology used to provide audit and assurance services to clients in almost every sector. Conducted various assignments related to valuation, revaluation and assessments of control environment of government owned organisations in the process of privatisation. Planned different assignments to execute them in effective and efficient manner by assessing systems to evaluate risk involved at business, financial and operational levels. Delegated work to assistants and review Understanding, evaluation and recommendations for improvement in Accounting and Internal Control Systems Prepared financial statements in compliance with the financial reporting framework Time management and completing work within apportioned time while maintaining adequate standards of quality.
Abdul Sattar & Co. Chartered Accountants, Multan		
Safdar & Co. Chartered Accountants, Lahore		
Computer Skills	Comprehensive experience in working with MS Office, Internet, accounting and business related applications like ERP, Tally , Peachtree , Al Ameen, QuickBooks etc.	
Extra Achievements	1-Presentation Skills Training Course (PSTC) recommended by ICAP for CA study/exam. 2-Computer Course Practical Training (CCPT) recommended by ICAP for CA study/exam.	
Personal Details	Urdu/Hindi, English, Arabic (Read, Write and Speaking Skills)	
Languages Known		
Date of Birth	April 08, 1980	
Passport No.	CF1987083	
Visa Status	Have UAE resident visa valid up to 16-02-2022.	
Father's Name	Fazal Karim	
Nationality	Pakistani	
Driving Licence	Have UAE driving licence issued from Abu Dhabi (UAE). Knowledge of all UAE routs/roads/cities.	
References	Will be furnished on demand.	