

Residence

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MUHAMMAD RAFIQUE

OBJECTIVE

Seeking a challenging managerial position in a well reputed organization providing an opportunity of professional growth, blend of knowledge, hard work, creativity and teamwork to contribute towards achieving the strategic objectives of the organization.

EDUCATION

Association of Chartered Certified Accountants (ACCA)	Association Of Chartered Certified Accountants UK (ACCA)	2011	Passed
Chartered Institute of Management Accountants (CIMA)	Chartered Institute of Management Accountants (CIMA)	2012	Passed
Associate Certified Public Accountant (ACPA)	Institute of Certified Public Accountants of Pakistan (ICPAP)	2012	Member (Passed)
Bachelor Of Commerce	Shah Abdul Latif University Khairpur	2009	Passed
High Secondary Certificate	Shaheed Zulfqar Ali Bhutto Institute of Science And Technology (SZABIST) Larkana	2007	B Grade
Secondary School Certificate	Baqa Grammar School Larkana	2005	A Grade

PROFESSIONAL EXPERIENCE

Elite Construction & Developers

Accounts Officer November 03, 2009 To May, 30, 2011

Serving at Elite Construction & Developers my Responsibilities were include:

- Preparation of Annual Budget.
- Analyse / Appraise the Feasible Projects to maximise the Company's wealth via various investment analysis Techniques (e.g NPV, IRR & Payback Period etc).
- Development of Annual Cash Plan.
- Development of Cashflow Statements.
- Arrangements of funds for Development Projects.
- Maintain the Working Capital to Cater the Needs of the Major Projects.
- Preparation of Annual Final Accounts (i.e., Balance Sheets, Income Statements Statement of Changes in Equity & notes to the Accounts)

Riaz Ahmad & Co. Chartered Accountants, Karachi, Pakistan

A member firm of **Nexia International**

Audit Trainee

Starts From June, 16 2011 To February, 16 2013

Serving the Riaz Ahmad & Co., Chartered Accountants (a member firm of Nexia International) has enabled me to develop a comprehensive understanding of the competitive and regulatory environments of diversified industries and the accounting and internal control systems implemented at various organizations. During my association with Riaz Ahmed & Co. my responsibilities at significant corporate clients include;

- Identification of business risks to company that may result in audit risks and design and perform appropriate audit procedures to mitigate risks.
- Prepare detailed reports on audit findings and make recommendations to improve organization's accounting and management practices, controls and systems.
- Devising key Internal controls aiming to improve business efficiency;
- Standard and statutory reporting including limited scope review of financial statements.
- Planning the audit involving understanding of laws and regulations, Financial Reporting Framework applicable to entity.
- Delegation and review of work and resolving issues in liaison with the management.

- Producing assignment budgets and timetables, and managing delivery against them.
- Co-ordination with professionals of various fields like legal, actuarial and IT experts and decision-making for resolution of critical reportable matters.
- Developing the audit strategy and translating it into effective audit procedures.
- Liaise with the management of targeted entities to check available information for in-depth due diligence study reports.
- Identifying assurance issues and developing solutions.

Assurance and Business Advisory Services (ABAS)

Chartered Accountancy Professional Training Experience (June 2011 to February 2013)

Key Areas Of Experience

- Execution of financial audits of various banking and financial institutions.
- Review engagements.
- Understanding of client's business and industry.
- Compliance of various statutory laws and regulations.
- Application of International Financial Reporting, Auditing Standards
- Having good expertise in financial modelling
- Having skilled grip on KSE Regulations and knowledge of system of a brokerage house.
- Compliance of Cord of Corporate Governance
- Having skilled grip on NBFC Rules and Regulations and knowledge of functions of NBFC.

The most significant corporate clients in ABAS group which have contributed to my professional growth include:

SECTOR & CLIENT NAME

Insurance

Adamjee Insurance Company Limited.

Construction

Railcop Construction Pakistan Limited.

Power Distribution

Hyderabad Electric Supply Company Limited.

Education

Cadet Collage Larkana.

SPECIAL ASSIGNMENTS

Agreed upon Procedures

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| <ul style="list-style-type: none"> • Allied Bank Limited | <p>Performed CDC audit relating to monitoring compliance of CDS transactions under the Central Depository Company of Pakistan Limited Regulations and Central Depository Act, 1997.</p> |
| <ul style="list-style-type: none"> • Diagnostic & Research Laboratory (LUMHS) | <p>Performed financial audit to identify internal control weakness in the operations of Laboratory.</p> |

Water & Power Development Authority (WAPDA)

Accountant Starts From April, 10 2013 To November, 13 2014

Serving at Water & Power Development Authority (WAPDA) my Responsibilities were include:

- Preparation of PSDP Annual Budget estimates.
- Development of Quarterly Demamnd of Funds for the Naolong Dam Project.
- Making Payments for Salaries, TA/DA, Medical Bills, Contractors & Consultants Bills.
- Preparation of Bank Reconciliation Statement.
- Preparation of Cashflow Statemnt and Arrangement of Funds.
- Preparation of Trial Balance.
- Preparation of Monthly Financial & Treasury managemnet Report

Shaheed Mohtarma Benazir Bhutto Medical University Larkana (SMBBMU)

Accounts Officer (BS-18) Starts From November, 13 2014 To December, 31 2019

Serving at Shaheed Mohtarma Benazir Bhutto Medical University Larkana (SMBBMU) as a Accounts Officer my Responsibilities were include:

- Preparation of Annual Budget estimates.
- Development of Quarterly Demamnd of Funds.
- Making all type of Payments.
- Preparation of Bank Reconciliation Statement.
- Preparation of Cashflow Statemnt and Arrangement of Funds.
- Preparation of Trial Balance, Income & Expenditure Statement..

Resident Auditor (BS-18) Starts From January, 01st 2020 To date

Serving at Shaheed Mohtarma Benazir Bhutto Medical University Larkana (SMBBMU) as a Resident Auditor my Responsibilities were include:

- Look after all the matters concerning with the Autit & Accounts.
- To monitor the Financial matters of all the ADP/PSDP Schemes of the University.
- Making Pre-Audit for Payment Bills.
- Making Surprise Audit.
- Keeping Proper Financial Records of Audit.
- Maintaining an effective system of internal Financial control.
- Keeping close Liasion with various stake holders including Audits & ministries / Departments.
- Representing the university at various forums on Financial Matters.
- Any other Assignment assigned from the Competent Authority.

REFERENCES

Will be furnished upon request.