

Fawad Hameed



Contact: +97154-4294797

Email: fawadhassan78@gmail.com

Visit Visa Valid till 26th July, 2019

Address: Dubai, UAE

CAREER OBJECTIVE:

Experienced accountant seeks position at Organization to utilize strong familiarity with industry-standard software packages as well as refined budgeting and planning skills.

CAREER PROFILE/SKILLS:

- Proficient in QuickBooks, Peachtree, Tally, and Microsoft Office products including Excel.
- High degree of accuracy and attention to detail with the capacity to detect errors
- Excellent time-management skills with the ability to prioritize multiple tasks and responsibilities while meeting deadlines
- Participates in all levels of journal entry, month-end, and fiscal close processes
- Experience processing payroll, accounts payable, accounts receivable, and cash receipt functions
- Reconciles general ledger reports and bank statements
- Prepares financial statements for senior management
- Understands tax reporting and GAAP compliance requirements
- Strong written and oral communication skills

PROFESSIONAL WORK EXPERIENCE:

Organization: Frangoz Pakistan
(A Big famous Restaurant in Pakistan)
Tenure: August 2016– April 2018
Designation: Assistant Manager Audit

Responsibilities:

- Oversight of internal control and functions the organization and be responsible for executing all audit activity including audit plans, procedures and reports to ensure compliance with departmental and professional standards.
- Evaluates and examines the Banks performance against its policies, procedures and internal controls; recommends changes to department and branch policies/procedures based upon appropriate audit standards and result.
- Regular communication with VP (Internal Audit) and the executive leadership as may be necessary on significant findings and other matters relating to risk management, control and governance processes.
- Drive process improvement in operational areas of the company and work on ad-hoc projects and co-ordinate special project work at the request of Senior Management.
- Risk identification and assessment, regulatory and compliance audits
- Analyze control issues and propose recommendations for control process improvement solutions
- Facilitate the analysis and communication of regulatory changes and best practices

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	University Of Sarghoda Pakistan (In Progress)	2018
Bachelor of Commerce	Al Khair University Pakistan	2015

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **Peachtree** (Accounting Software)
- **Tally** (Tally Computerised Accounting)
- **Air Ticket** (Air ticket and Reservation)

PERSONAL INFORMATION:

Father's Name : Abdul Hameed
Date of Birth : 25th March 1994

REFERENCE:

Reference will be furnished on demand.