



MAAZ TARIQ

(SENIOR ACCOUNTANT/AUDIT PROFESSIONAL)

Personal Information

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Education

CPA
Certified Public Accountants.
(Pakistan)

(Year 2018-2020)

ACCA (Finalist)
The Association of Certified Chartered Accountants. (UK)

(Year 2011-Present)

Bachelor of Science (Hons)- Applied Accounting
Oxford Brookes University. (UK)

(Year 2018)

Bachelor's in Commerce
University of Karachi. (Pakistan)

(Year 2016)

GCE Advance level-(UK).

(Year 2010)

GCE Ordinary level-(UK)

(Year 2008)

Diplomas and Certificates

Advance diploma in Accounting and Business (ACCA)

Diploma in Accounting and Business (ACCA)

Certificate in Public Accounting (ICPAP)

Post Graduate diploma in Public Accounting (ICPAP)

ABOUT ME

Finance major with more than 5 years of experience with great exposure on different organizational levels in the finance department, Area of expertise includes taxation, financial and management reporting, budgeting and forecasting.

PROFESSIONAL CAREER SUMMARY

HLB CA Group Chartered Accountants (Muscat, Oman)



(Year 2019-Present)

Senior Associate

Scope and Responsibilities:

- Critical review of accounts of different clients by gaining comprehensive understanding of client operations, process and business objectives.
- Identifying discrepancies and recommend clients for any weaknesses in accounting systems.
- Reporting on the clientele status to the financial institution SMEF Funds.
- Finalization of financials as per IFRS.
- Communicate potential audit and accounting issues.
- Adhere to the highest degree of professional standards.
- Assist in the developing of proposals and engagement documents for new clients.
- Coordination with "CA Group HLB International (Karachi, Back office)" for the completion of different accounting and audit assignments.
- Follow up clients for invoice payments.
- Preparation of financial analysis reports for the client on "Microsoft Power-BI".
- Analytical review on the performance of business performance applying business and finance analysis tools.

Fauji Security Services (Pvt.) Ltd. (Karachi, Pakistan)



(Year 2016-Year 2019)

Assistant Manager Accounts & Finance

Scope and Responsibilities

- Budgeting and forecasting with periodical controls,
- Analysis, management reporting and ensuring compliance
- Prepare financial statements as per IFRS;
- Funds and treasury management;
- Financial management.
- System development for effective operations;
- Monitoring invoicing, payment and recovery;
- Liaison with banks and handling all banking matters;
- Liaison with Auditors in annual audits.
- Preparation and submission of different reports as per SECP (Security & Exchange Commission of Pakistan).
- Prepare MIS reports reporting in all director's board meetings.
- Ensuring that all accounting records comply with company and statutory requirements.

KEY SKILLS

- ✓ A comprehensive knowledge of auditing standards (ISA's) & accounting standards (IAS) and guidelines.
- ✓ Analytical thinking and pro-active approach with broad experience in the accounting and financial.
- ✓ Managing multiple assignments effectively.
- ✓ Dynamic communication skills.
- ✓ Expertise in computerized accounting software (Quickbook & Tally)

INTERESTS & AWARDS

- ✓ Secured academic scholarship for GCE Advance level
- ✓ Vice-captain of School cricket team (2005-06)
- ✓ House captain (2007-08)
- ✓ Sports person of the year (2007-08)
- ✓ Participated in inter house cricket tournaments
- ✓ Participated in spelling bee competition
- ✓ Best Autobiography award winner
- ✓ Participate in quiz competition interschool
- ✓ Volunteer in donation raising in school for Dar-ul-Sakoon.



PAC & Copy Plus (Karachi, Pakistan)

(Year 2014-Year 2016)

Assistant Manager Accounts & Finance

Scope and Responsibilities

- Prepare & finalization of financial statements as per IFRS;
- MIS reporting to management.
- Actively involved in receivables and invoicing (A/R).
- Managed account payables (A/P).
- Reconciliation of B/R, ICL, C/L.
- Managed local and international Cash Flow Management.
- Managed employees (Health/Life) Insurance and General Insurance & Gratuity.
- Monitor sub ordinates involved in daily book-keeping.
- Weekly and monthly review of P & L Statement and Balance Sheet Statement.
- Analytical review of P & L and variable cost.
- Monthly statement of accounts of Partners.
- Reporting to Managing Members the Financial Statements and ad hoc reporting.
- Managed and controlled SOP's.
- Responsible for employee's monthly payroll.
- E - Filing and recon of Taxes (IT & WHT).

Global Links Marine Pvt. Ltd. (Karachi, Pakistan)

(Year 2012-Year 2014)

Senior Accountant

Scope and Responsibilities

- Prepare and maintain all Vouchers.
- Prepare and maintain Commercial & Sales Tax Invoices.
- Prepare and Filing Sales Tax.
- Maintain Income Tax challans.
- Maintain Ledgers.
- Maintain Banks.
- Maintain Petty Cash.
- Maintain Accounts Payables.
- Assist in Payroll making and all other Accounts related work.

