
Armaghan Butt

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Dear Sir / Madam,

This letter is to introduce myself for an available position in your reputable organization. I am an ACCA Member, with a record of outstanding academic and professional performances having acquired a diverse and in depth professional work experience at Deloitte Yousuf Adil, Chartered Accountants (a member firm of Deloitte Touche Tohmatsu Limited). My diversified and in-depth professional work experience at Deloitte Yousuf Adil, Chartered Accountants (a member firm of Deloitte Touche Tohmatsu Limited) has enabled me to present myself as a potential candidate for a suitable position in your organization. I am confident that I can contribute positively towards the achievement of organizational goals and pursue professional development and career growth.

I am currently working in the Audit and Assurance Department of Deloitte Yousuf Adil, Chartered Accountants. My work experience with Deloitte Pakistan comprise of 2.5+ years. I have worked within the team through the planning, execution and conclusion stages of statutory audits, limited reviews and other varied special nature engagements.

This exposure to a wide spectrum of clients, with a variety of work experience has provided me with an insight of the key business processes within an organization, accounting and internal control systems, corporate governance and regulatory as well as accounting frameworks (IFRSs) of an array of industries. Equally important, it has enriched me professionally and equipped me with the traits needed to deal with a variety of situations and a diverse set of people in an innovative, effective and efficient manner.

As you consider my application for this role, it seems pertinent for your team to know about my ability to engage with people and make an impact effectively. Given my background in diversified portfolio and my strong analytical and quantitative skills and my willingness and readiness to doing the diversified job, I am confident of excelling in the required position in your reputable organization. I would welcome the opportunity to further discuss how i can best meet the needs and expectations of your organization.

Thank you very much for your time and consideration.

Regards,

Armaghan Butt

Encl: CV

Armaghan Butt

ACCA – Member

Nationality Pakistani
Language Urdu, English

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Profile

A dedicated, seasoned professional equipped with progressive and hands-on 3.5+ years combined experience in Audit & assurance and risk & advisory services, passionate in seeking a fresh challenge with a successful and dynamic organization that has a culture of respect and innovation.

Education

Institute / College	Year of Passing	Degree / Certificate
Oxford Brookes University	2020	BSc (Hons) in Applied Accounting
HELP College – Malaysia	2017	Association of Chartered Certified Accountants (ACCA)
Askari Degree College - Karachi	2011	Intermediate
Army Public School - Karachi	2009	Matriculation

Work Experience

Working in the audit and assurance department of the firm has enabled me to develop an understanding of regulatory environment of diversified industries, key business processes, the accounting and internal control systems of several organizations.

Key Engagements

My key engagements with respect to **Statutory Audits, Review Engagements, Reporting Assignments** and **Risk Advisory Services** to date, have been the following:

Deloitte – Pakistan	
Audit & Assurance	June 2018- Present
Manufacturing	<ul style="list-style-type: none">• Siddiqsons Tin Plate Limited• Siddiqsons Limited• Nagina Cotton Mills Limited• Lakhany Silk Mills Limited• Universal (Private) Limited
Mutual Funds	<ul style="list-style-type: none">• MCB – Arif Habib Savings and Investments Limited• AKD – Investment Management Limited
Service	<ul style="list-style-type: none">• Shahnawaz Private Limited• SGS – Pakistan• Triple Tree Associates
BDO – Pakistan	
Risks Advisory Service and Assignment	Jan 2018 – May 2018
Service	<ul style="list-style-type: none">▪ Ziauddin Hospital
Parker Randall-A.J.S. – Pakistan	
Audit & Assurance	Oct 2017 – Dec 2017
Manufacturing	<ul style="list-style-type: none">▪ Sakrand Sugar Mill Limited
Construction	<ul style="list-style-type: none">▪ Sachal Engineering Works (Pvt.) Ltd

Raki Thomas & Ramanan - Malaysia**Audit & Assurance****Sep 2015 – Mar 2016****Service**

- Doshi Sewing Machinery) Sdn Bhd
- Anand Travels Sdn. Bhd.
- Awana Condominium
- KL Dragon (Basketball - Team)
- Maleja Corporation Sdn. Bhd.

Key Responsibilities

My core responsibilities include

- Preparation of financial statements in compliance with the applicable financial reporting framework.
- Ensuring compliance of financial statements with recognized reporting framework such as IFRS and ensuring all latest pronouncements of IFRS are incorporated in financial statements.
- Ensuring overall compliance of prevailing laws and regulation and applicable frameworks.
- Liaising with, and developing good working relationships with the client to deliver engagement expectations.
- Research and analyze financial statement and audit related issues
- Reviewing the work papers of subordinate staff
- Effective planning and co-ordination of assignments to meet stringent deadlines
- Perform other job related duties as necessary.

Core Competencies & Key Skills

- Positive attitude and presence, ability to interact with many levels, and ability to face and deal with issues in a mature and professional manner
- Diversified sector experience
- Involvement in audits of public and private organisations.
- Proficient in using Engagement Management System (EMS) at Deloitte
- Extensive use of Microsoft Office; MS Word, Power point & especially MS Excel.

Leisure activities

- Reading books
- Gymnasium
- Cricket
- Badminton

Availability and References

Available on request and references will be furnished on request.