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Dear Sir/ Ma'am,

I am currently seeking job prospects that commensurate with my qualification and work experience in your reputable organization. My diversified and in-depth professional work experience has enabled me to present myself as a potential candidate for a suitable position in your organization. I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. I am-

**Masters in Commerce- M.Com**

**Masters in Arts- M.A**

**Master in Science- M.Sc**

**Associate Member of Institute of Certified Public Accountants of Pakistan- ACPA.**

**Member of Institute of Public Accountants Australia- MIPA.**

**Member of South African Institute of Professional Accountants- PA**

**Associate Member of Institute of Financial Accountants United Kingdom- AFA**

**Certified Internal Auditor-CIA**

**Associate Forensic Accountant- AFA**

In addition, I have also passed **AFC Stage of CA plus CAF Stage 6 papers** from 'The Institute of Chartered Accountants of Pakistan'.

I have more than **Ten-10** years' work experience in the fields of Accounts and Audit.

Recently, I am serving as **Assistant Manager Audit in Mushtaq & Co., Chartered Accountants** (a member firm of Leading Edge Alliance, USA). I completed my four years training period from **20 June 2014 to 19 June 2018** as stipulated by ICAP for CA students. Thus I am associated with **Mushtaq & Co. from 20 June 2014 till date.**

As a job in-charge and team leader my responsibilities encompass assessment of business and audit risks, reporting of significant issues to management, ensuring compliance with regulatory laws and regulations, identification of internal controls weaknesses and making appropriate recommendations to the management, preparation of reports, preparation of financial statements, consultation with legal advisors, actuaries and IT professional and reporting to engagement manager and sometimes directly to engagement partner. I was involved in varied special nature engagements such as statutory audit, internal audit, system audit, forensic audit, wppf audit and provident fund audit, interim and review of statement of compliance of listed companies in accordance with the code of corporate governance issued by SECP.

My **four years** association with **Bravo Petroleum (3 May 2010- 18 June 2014)** as **Accountant**, enabled me to obtain hands-on experience of the practical implementation of IFRS via preparing financial statements of the entity.

Comprehensive details are included in my resume below.

I very much hope that you will look favorably upon my application by recognizing my enthusiasm and talent.

Thank you for considering my application.

Sincerely,

Muhammad Naveed Jan

Mobile: 0345-0534400

	<b>MUHAMMAD NAVEED JAN</b> (M.Com, MA, ACPA, MIPA, AFA, CIA, PGD)	
	Residence 	<b>North Nazimabad, Karachi.</b>
	Phone 	<b>+92-345-0534400</b>
	E-mail 	<b><a href="mailto:naveedjankhi@gmail.com">naveedjankhi@gmail.com</a></b>

## Objective

Seeking a challenging managerial position in a well reputable organization providing opportunity to utilize my professional knowledge and experience for the achievement of organization's goals and offering the prosperous carrier and professional growth.

## Qualification



### University of Karachi

**Achievement** M.Com- Master of Commerce  
**Year** 2015



### Institute of Certified Public Accountants of Pakistan

**Achievement** ACPA – Associate Member  
**Year** 2020



**The Institute of  
Chartered Accountants  
of Pakistan**

### Institute of Chartered Accountants of Pakistan

**Achievement** AFC passed and CAF– Three papers remaining  
**Year** 2018



### Institute of Public Accountants of Australia [Full Member of IFAC]

**Achievement** MIPA -Member of Institute of Public Accountants Australia  
**Year** 2019



**South African Institute of Professional Accountants** *[Full Member of IFAC]*

**Achievement** PA –Professional Accountant  
**Year** 2020



**Certified Internal Auditors of Pakistan**

**Achievement** CIA - Certified Internal Auditor  
**Year** 2018



**Institute of Forensic Accountants of Pakistan**

**Achievement** AFA -Associate Forensic Accountant  
**Year** 2018



Federal Urdu University  
of Arts, Science and Technology

**Federal Urdu University of Arts, Science and Technology**

**Achievement** Masters (MA) in Political Science  
**Year** 2019



**Virtual University of Pakistan**

**Achievement** Masters (M.Sc) in Applied Psychology  
**Year** 2021

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## ***Professional Experience***

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**Mushtaq & Co., Chartered Accountants (Karachi)**

*Member firm of Leading Edge Alliance, USA.*

***Designation*** Assistant Manager Audit and Related Services

***Work Tenure*** 20 June, 2018—Onwards

***Designation*** Audit Associate (CA Articleship)

***Work Tenure*** 20 June, 2014—19 June, 2018 (4 Years)

### ***Key Responsibilities:***

#### **Accounting & Finance assignments**

- ✓ Preparation of financial statements of various companies, collect and analyze data to detect deficient controls, duplications, fraud, or non-compliances with accounting standards and management policies.
- ✓ Maintenance of books of accounts with the ability to develop system, where it does not exist.
- ✓ Performed ratio analysis and analytical review of financial statements of various companies.
- ✓ Delegation of responsibilities at the subordinate level appropriately for smooth transition of tasks.
- ✓ Apart from these, Establishment and execution of other operational accounts activities:
  - Bank reconciliation.
  - Filling of income tax return, sales tax return and withholding tax statements.

#### **Internal Audit**

- ✓ Collect and analyze data to detect deficient controls, duplications, fraud, or non-compliance with laws, regulations, and management policies.
- ✓ Gather adequate, reliable, related and useful evidence to authenticate audit findings and to maintain the evidence as record. Analyze the information gathered to identify reportable factors.
- ✓ Use professional judgment and skepticism to conduct audit work.
- ✓ Develop audit recommendations for improving operations and internal control systems.
- ✓ Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- ✓ Compile and implement the annual Internal Audit plan.
- ✓ Prepare audit report of the respective audit assignment.
- ✓ Liaising with managerial staff and presenting findings and recommendations.
- ✓ Ensure complete, accurate and timely audit information is reported to those charged with governance.
- ✓ Perform follow up procedures to assess the adequacy of the implementation of recommended actions.
- ✓ Ensure compliance of Company's SOPs and other standard guidelines.

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### **External Audit**

- ✓ Performing test of controls and test of details.
- ✓ In-depth review of business functions to find out discrepancies in process and related internal controls and suggest methods to overcome such discrepancies.
- ✓ Review of various statutory laws and regulations applicable on companies and to check compliance with these laws and regulations.
- ✓ Mentoring of new audit staff with focus on their learning and enhancement of knowledge.



**Bravo Petroleum**

### ***Designation* Accountant**

***Work Tenure* 03 May, 2010—18 June, 2014 (4 Years.)**

### ***Key Responsibilities***

- ✓ Preparation of Financial Statements
- ✓ Financial Analysis through use of ratios.
- ✓ Responsible for direct reporting to director for all financial issues.
- ✓ Processing financial records such as bills, invoices, accounts payable and receivable.
- ✓ Managing ledgers, processing expenses & Bank Reconciliations.

### ***Other Achievements***

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**Centre of Business Studies**

Teaching PIPFA subjects: Business Communication and English

### ***IT Proficiency***

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- Proficient in Microsoft Excel, Word and Power point

### ***Personality Traits***

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- Excellent communication skills.
- Motivated, go getter attitude and self-starter.
- Ability to use own initiative; work independently as well as in teams.
- High Professional Ethics.

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## ***Personal Details***

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- Nationality - Pakistani
- Languages - Urdu, English
- Date of birth - 15 June 1990
- Place of birth - Karachi
- Marital status - Single
- Extra-Curricular Activities - Reading books and watching movies

## ***References***

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- References will be gladly furnished upon request.