

Dear Sir / Madam,

This letter is to introduce myself for an available position in your organization. I have done **Master of Commerce** from **University of Karachi**, having overall work experience of about **08**(Eight years) (from April 2008 to present) comprising of; audit and assurance, finance /financial analysis and taxation. Currently, I am working as **Assistant Manager Finance at Mustang HRMS Pvt Limited** I had earlier worked at **Mustang Security Services Pvt Limited and BakerTilly Mehmood Idrees Qamar, Chartered Accountants**, (a member firm of **BakerTilly International**).

This exposure, consisting of serving wide spectrum of clients, has provided me with an insight Of the key business processes within an organization. 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. Having these credentials, I offer a unique blend of varied experience.

Currently, I am seeking job prospects that commensurate with my qualification and work exposures. A detailed CV, which further explains my qualifications and experience, is also enclosed for your consideration.

Please let me know if you would like to interview me. I hope to hear from you soon.

Regards,

Ijaz Hussain  
+92-3469558902  
Encl: CV

# Ijaz Hussain

**Address:** H. No. 271, Street#11, Sec-I, Manzoor colony, Karachi, Pakistan  
**Cell:** (92-346) 9558902,

**Email(s):** [ijaz\\_shigri@hotmail.com](mailto:ijaz_shigri@hotmail.com)



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**Objective:** To work in an organization that will utilize my skills while providing job work experience and an opportunity for professional and individual growth in field of Accounts, Audit, Finance & Tax professional having work experience of nearly Eight years.

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## Career Summary:

<b>Education</b>	: M.Com (Finance)	
<b>Core Competencies</b>	: Income Tax Law      Sales Tax Law      Corporate Law Accounting & Finance      Internal Auditing      Regulatory Compliances	
<b>Work Experience</b>	: <b><u>Duration</u></b> <b><u>Organization &amp; Designation</u></b>	
	April 2008 – June 2012	Bakertilly Mehmoood Idrees Qamar Chartered Account. As a Senior Auditor
	June 2012 – May 2014	Mustang Security Services (Pvt) Limited. As a Senior Accountant
	June 2014 – Till to date	Mustang HRMS (Pvt) Limited. As a Assistant Manager Finance

## Work Experience

**Organization** : BakerTilly Mehmoood Idrees Qamar Chartered Accountant.  
**Organization Type** : Consultancy Firm  
**Designation** : Senior Auditor  
**Tenure** : April 2008 to June 2012  
**Location** : Karachi, Pakistan  
**Area(s) of Experience** : External & Internal Audit, Direct & Indirect Taxation, Finance & Accounting, Corporate Services, Financial Reporting, , Electronic Filing of Corporate Tax Returns, Regulatory Compliances  
**Reporting to** : Audit Manager Assurance and Partner  
**Responsibility** : Annual Financial Audit of Clients, Leading & Supervision, E-filing of Corporate Tax Returns, Regulatory Compliances,  
**Brief Job Description** :

- Planning, supervision and review of external audits;
- Tax Planning & Management of Corporate Clients
- Performing audit steps, examining and analyzing records, reports, documentations and operations
- Performing substantive and analytical procedures for audit, so as to determine the reasonableness of the financial statements' assertions;
- Identifying risks and evaluating internal controls by identifying areas of non-compliance;
- Evaluating manual and automated organizational processes, identifying process weaknesses and inefficiencies, and suggesting improvements;
- Reviewing annual and limited scope financial statements for the purposes of statutory audits;
- Communicating audit progress and findings in status meetings, highlighting unresolved issues, reviewing working papers and preparing final audit

reports;

**Organization** : **Mustang Security Services (Pvt) Limited**  
**Designation** : Senior Accountant  
**Tenure** : June 12 – May14  
**Location** : Karachi, Pakistan  
**Area(s) of Experience** : Finance ,Accounting, Corporate , Taxation,  
**Reporting to** : Finance Manager & Chief Operating Officer  
**Responsibility** : Preparation of Financial Statements of Company, Preparation of Tax Returns(Corporate), Drafting of Memorandum and Articles of Associations, Apply for Company Registration in SECP, , Apply for Digital Signature from NIFT for e-filing in SECP.  
**Brief Job Description** :

- Prepare financial statements.(Annually, Half yearly )E-Filing of
- Prepare monthly profit & loss a/c, Making compliances of
- Audit/Monitoring and Assessment notices (FBR)
- Bank reconciliations
- Zone petty cash reconciliations
- Customers balance reconciliation
- Maintain Fixed Assets register
- Planning & Monitoring internal controls
- Debtor & Creditors ageing
- Conducting meetings with clients related to Corporate, taxation issue
- Coordinate with CFD of difference bank related to Leasing, R.F& other matter.
- Maintain Stock report. Leasing correspondence with financial institute& Banking.
- Maintain Monthly Sales Tax return, Quarterly Sales return, & Annually Sales Return Submit to SRB.

**Organization** **Mustang HRMS Pvt Limited.**  
**Organization Type** Manpower Supply Services  
**Designation** Assistant Manager Finance  
**Tenure** Jun 2014 to Till to date

**Brief Job Description**

- Overall responsibility for the Finance and Accounts department being head of department;
- Responsible for annual audited financial statements in accordance with IFRS;
- Streamlined the finance and accounting functions and integrated branch information. Also managed and encouraged the personnel of my department to contribute effectively towards timely and reliable financial reporting for decision making;
- Review treasury plan for payments and identify future needs;
- Responsible for monthly management accounts forecasts and information monitoring the various aspects of the Company's performance as per self-determined targets, and prepare the annual corporate budgets;
- Identify and evaluate areas for improvement of profit with particular regard to cost reductions and methodology, and keep a close eye on each product price to maximize profits;
- Review daily/monthly reporting packages, including comparative reports of operating results and financial position and variance explanations;
- Audit/Monitoring and Assessment notices (FBR)
- Review all the HR rules, policies and ensure its implementation

- Maintain Fixed Assets register
- Processing payroll Management & Contractual staff (4000 employees)
- Planning & Monitoring internal controls
- Debtor & Creditors ageing
- Conducting meetings with clients related to Corporate, taxation issue
- Maintain Monthly Sales Tax return SRB & PRA,

### Organization: National Youth Assembly

Organization Type : Non Profit Organization  
 Designation : Member Executive Council  
 Tenure : 2016-2017

**Organization** : **Mustang HRMS Pvt Limited**  
**Organization Type** : Manpower Supply Services  
**Designation** : Manager Finance  
**Tenure** : Jan 2016 to Till to date

- Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control
- Prepare Annual Financial Statements, Quarterly Financial statements, Budget and forecasting trends.
- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast
- Developing and updating accounting, finance and management policies and procedures.
- Filing Sales Tax return, Income Tax Return, Independent handling of Sales Tax & Income tax assessment.
- Analysis of operating expenses and revenue
- Cash management
- Conduct audit schemes
- Monitor Corporate Issues & Tax issues.

### Academic Qualification

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	M.Com	University of Karachi	Finance	2014
2	B.Com	University of Karachi	Bachelor of Commerce	2011
3	HSC	Karakorum International University	Pre-Medical	2007
4	SSC	Karakorum International University	Science	2005

### Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	MS Word	Very Good	Currently Using
2	MS Excel	Very Good	Currently Using

3	MS Outlook	Very Good	Currently Using
4	MS Power Point	Very Good	Rarely Use
5	Quick Book	Very Good	Using at office
6	ERP	Very Good	Using at office

### Remarkable Achievements & Awards

Sr.	Description of Activities	Year
1	Best of Teacher Award Gilgit Baltistan Level	2007
2	Best of speaker award from Wild life Foundation	2005
3	Best athlete award in 2006 Gilgit Baltistan Level	2006

### Professional Development& Research

Sr.	Workshops / Seminars	Year
1	• Conducted successful Research on “ <b>Space Meeting and opportunity for Pakistan</b> ” during M.Com	2012
2	• Participated in Project during M.Com on devising an innovative method of making “ <b>Hot Tea &amp; Hot Coffee</b> ” at public places.	2012
3	• Prefeasibility report on “Mineral Water”.	2011

### Personal Information

Father's Name : Shakoore Ali  
 CNIC No. : 71102-9925917-1  
 Religion : Islam

### References

- Mr.Ali A Raheem  
Bakertilly Mehmoode Idrees Qamar Chartered Accountant  
Ex Chairman Income Tax  
021-35644872
- Mr. Idrees Fida Ali Dawson-FCA  
HAMD& Co.  
0321-2560808
- Syed Wjahat Alam  
Finance Manager  
RB Avari Enterprise  
0334-3563897
- Waqar Abbas  
03458267095