

FAISAL MUNIR

ACCA, CPA (AICPA)

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Summary

Experienced and dedicated **Accounting, Finance and Auditing** professional seeking to contribute to a challenging and progressive work environment at a compatible professional position. Served as **External Auditor** at **Awan & Co Chartered Accountants** and **OBOOKKEEPING UK base firm** for 2.5 years in **Finance, Insurance, Manufacturing, Aviation, Healthcare, Transportation, Non-Profit, Education, Security Services** and other sectors within **Pakistan**, which has enhanced my external audit knowledge and skills in accounting and financial reporting. My **key skills** include **V.A.T KSA, Withholding Tax, Budgeting, Intercompany transactions, Common Cost Allocations, IFRS, ISA's, Audit planning, External Audit, Financial Reporting, Financial Statements** preparation, **Oracle Fusion Cloud, CaseWare, Microsoft Office, eAudit, , Dynamics 365, Tally, Xero and QuickBooks.**

Professional Skills

- Preparation and presentation of financial statements in accordance with **International Financial Reporting Standards (IFRS)**
- **Budgeting, Common Cost Allocation**
- **VAT (KSA)**
- **Withholding Tax (KSA)**
- **External Audit** planning, auditing tools and techniques, **Internal Controls** evaluation and **Financial accounting and financial reporting**
- Competence and practical abilities of performing audit, assurance and other related services in accordance with **International Auditing Standards (ISA's)**
- **Financial statements analysis**, Cash flow, Budgeting, Forecasting and Variance, Financial Management, Investment Appraisal, Working Capital Management and V.A.T

Experience

THE GATHERING KSA (Riyadh)

Continue

Accounts Department

- Managed day-to-day accounting operations, ensuring accuracy and efficiency in financial transactions.
- Assisted the senior accountant with financial reporting, reconciliations, and record-keeping.
- Maintained financial documents and ensured compliance with company policies and accounting standards.
- Handled VAT reporting and compliance in accordance with KSA regulations, including preparing and submitting VAT returns.
- Supported budgeting and expense tracking to optimize financial performance.
- Coordinated with internal departments to streamline financial processes and reporting.

OBOOKKEEPING (UK-Base).

11-Months

JUNIOR ACCOUNTANT

As a Junior Accountant at **OBOOKKEEPING**, I was responsible for maintaining accurate financial records, performing account reconciliations, and supporting the preparation of financial reports. My role included assisting with internal audits and ensuring adherence to accounting standards, contributing to the overall financial integrity of the organization.

- Conducted internal audits to ensure compliance with financial regulations and organizational policies for **Door of Awareness**, a non-profit organization.
- Managed bookkeeping tasks using **QuickBooks**, including recording transactions, reconciling accounts, and preparing financial statements.
- Collaborated with team members to streamline accounting processes and improve accuracy in financial reporting.
- Assisted in analyzing financial data to support decision-making and ensure compliance with industry standards.
- Managed day-to-day accounting operations for diverse clients using QuickBooks, including bookkeeping, reconciliations, and financial reporting.
- Assisted in preparing financial statements and month-end reports for clients, contributing to accurate financial analysis.
- Supported tax filing processes by organizing financial data and ensuring timely submissions for various clients.
- Developed proficiency in analyzing financial data to assist clients in improving cash flow management and operational efficiency.

Awan and Co. Chartered Accountants

9-Months

External Auditor at Awan and Co.
Chartered Accountants,
Lahore, Pakistan

Conducted statutory audits of **Auriga Chemical Enterprises**, **DERMAGEN PHARMA (PVT) PAKISTAN**, **KAINAT Enterprises** and **SAYBAN International (INNOVA, COMEGA)** Lahore as a team member.

Responsibilities:

- Worked as a team member and complied with ethics issued.
- Flowcharted and walked through different controls.
- Prepared financial statements.
- Performed financial performance analysis.
- Conducted variance analysis.
- Engaged in client understanding and communication.
- Managed audit documentation.
- Performed re-calculation tasks.

Education

Professional Qualification

- **Association of Chartered Certified Accountants (ACCA)**

Continue

SKANS School of Accountancy, Lahore
ACCA Finalist (Papers: 11/13)

- **Certified Public Accountant (CPA) - (AICPA)-Member**
- **Assessment of Fundamental Competencies - ICAP (Pakistan)**
Rise School of Accountancy Lahore

Academic Qualification

- **Intermediate - Pre-engineering (HSSC) (BISE-Peshawar)**
Government Higher School Mandani
- **Secondary School Certificate (SSC) (BISE-Peshawar)**
Mandani public School Mandani

2019 - 2021

2017 - 2019

IT and other skills

- Excellent proficiency in Microsoft Office especially **MS Excel, MS Word, MS Power Point, Outlook** and **MS Access**
- Fundamental level understanding of using ERP's including **SAP, Oracle, and QuickBooks**
- Strong analytical skills and capabilities, Team work, Professional ethics, Team supervision,
- Time management, Organizational and leadership abilities, Integrity and reliability
- Effective communication and ability to handle assignments under pressure and meet tight deadlines

Other information

Language- English, Urdu, Pashto.

Nationality- Pakistani

Date of birth-08/08/2003

Reference

Reference will be furnished upon demand.