

## WAQAR AHMED

**Address:** House no P617 battah town block N North Nazimabad,  
Karachi, Pakistan

**E-mail:** [waqarmani25@gmail.com](mailto:waqarmani25@gmail.com)

**Mobile No:** +92-300-2811958



Dear Sir / Madam,

This letter is to introduce myself for an available position in your esteemed organization. I am **CA Finalist** along with article-ship from the Business Assurance Services Department (BAS) of Grant Thornton Anjum Rahman (a member firm of Grant Thornton International) been completed in November 2018. Besides, I have also done **Bachelors in Commerce (B. Com)**.

I recently working as **Deputy Manager Finance** in Level 3 BOS (Private) Limited (Back office of an Authorized Retailer of AT&T Telecommunications).

Having overall work experience of **more than Six years** (from May 2015 till date) 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.

Presently, I am seeking job prospects that commensurate with my qualification and work exposures. A detailed resume', 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,

Encl: Resume'

# Waqar Ahmed, CA-FINALIST

■ Phone: +92-300-2811958 ■ Email: [waqarmani25@gmail.com](mailto:waqarmani25@gmail.com)

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## **Personal Statement:**

To gain valuable experience, seeking a challenging position with an aim to add value and meet the organization's expectation by enhancing ethical and competency standards in providing services while constantly availing opportunities to learn, excel and grow.

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## **EDUCATION**

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### **PROFESSIONAL QUALIFICATION**

- **CFAP** - Institute of Chartered Accountant of Pakistan, (progress)
- **ACCA** - Association of Chartered Certified Accountants, (progress)
- **CAF** - Institute of Chartered Accountant of Pakistan, (2015)

### **ACADEMIC EDUCATION**

- **Bachelor in Commerce**, 2<sup>nd</sup> Division, 2013
- **Intermediate**, Government Superior College, A Grade, 2011
- **Matriculation**, New Pearls Grammar School, A Grade, 2009

### **COURSES**

- **Presentation and Communication Skills Course (PCSC-1)**, 50 Hours course required by ICAP
- **Computer Practical Training (CCPT)**, 90-hour course required by ICAP
- **Presentation Skills Training Course (PSTC)**, 100-hour course recommended by ICAP

### **IN HOUSE TRAINING SESSIONS and SEMINARS**

- **Participated in an online ISA course** conducted via Distance Learning Methodology Initiated by Grant Thornton
- **Participated in various in-house IFRS and ISA seminars** and Firm's **Audit Software (Voyager, TBeam, IDEA)** Trainings conducted by Grant Thornton Pakistan (Karachi Office) throughout my article ship period.

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## **EXPERIENCE**

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### **Level 3 BOS (Private) Limited**

#### **Deputy Manager Finance**

**April 2021 to Present**

I joined **Level 3 BOS (Pvt) Limited** in April 2021 as **Deputy Manager Finance** – the Company's principal business is to provide back office services to Authorized retailer of AT&T operated in USA, my overall responsibilities include:

- Review of financial statements and management accounts at required intervals
- Assist in managing day to day financial operation, maintain and implement financial controls and systems to ensure all transaction are recorded with designed controls.
- Liaising closely as the main contact point with the Loss prevention, sales team and director's.
- Provide support in treasury and insurance related matters.
- Build and monitor dashboards for all weekly and monthly matters.
- Supervising team, accounting entries and account balances
- Liaising with the External, internal auditors and other when required

## **Sindh Microfinance Bank Limited**

### **Assistant Manager Accounts & Finance**

**July 2020 to Mar 2021**

I joined Sindh Microfinance Bank Limited in July 2020 as Assistant Manager Finance – the Bank's principal business is to provide microfinance services to the poor and underserved segment of the society as envisaged in the Microfinance Institutions Ordinance, 2001, my overall responsibilities include:

- Preparation of financial statements and management accounts at required intervals
- Monthly, quarterly and annual budget tracking with monthly reporting
- Assist manager finance and CFO in SECP and SBP Reporting
- Managed data for tax returns, filling income tax and sales tax returns
- Assisting CFO in financial projection, budgeting and lending and investment decisions
- Calculation of financial ratios as per requirement of management
- Assist in designing and implementation of accounting policies and procedure
- Supervising team, accounting entries and account balances
- Liaising with the External, internal auditors and other when required

## **Burraq Trade and Logistics**

### **Chief Accountant**

**January 2019 to April 2020**

I joined Burraq trade and logistics in March 2019 as Chief Accountant – Logistics, freight forwarding, custom clearing and Import Export Company and have grown with the business since, in addition to handling accounting functions of organizations, my day-to-day responsibilities include:

- Preparing tax statements, financial statements and BAS statements at required intervals
- Creating and returning statements and documents to clients by set deadlines
- Liaising with the Taxation and Custom Office and other regulatory bodies when required
- Preparing business income tax returns and statements for audits
- Assisting in financial planning, modelling and lending decisions
- Regularly reviewing systems and making updates and improvements where necessary
- Engaging regularly with clients and maintaining strong relationships
- Identifying areas where clients and businesses can reduce tax, make claims and increase profit
- Good understanding of tax law and statutory regulations

## **GRANT THORNTON ANJUM RAHMAN (Karachi, Pakistan)**

### **Senior Auditor**

### **Audit and Assurance**

**May 2015 to November 2018**

My experience with **Grant Thornton (Pakistan)**, Chartered Accountants Audit and Assurance department has enabled me to develop a comprehensive understanding of competitive and regulatory environments of diversified industries including accounting and internal control systems implemented therein.

As part of such a prominent and leading organization, I have been responsible to lead teams through the planning, execution and conclusion stages of various statutory audits, interim reviews. I have also been involved in training of staff regarding the auditing standards and performance of assurance engagements of the firm.

### **Key Responsibilities**

My job description here includes:

- Leading engagement teams through the planning, execution and completion stages of engagements
- Liaison with client's management and communication of relevant matters to personnel at appropriate level of responsibility;

- Assisting clients in preparation of financial statements in accordance with the applicable financial reporting framework including compliance with International Financial Reporting Standards, local corporate laws and directives of regulatory authorities;
- Ensuring timely completion and submission of key deliverables to the client within agreed deadlines;
- Consultation on significant matters with various professionals such as lawyers, tax advisors, and IT experts;
- Establishing positive working environment by building solid relationships with team members and clients' personnel;
- Ensuring compliance with the requirements of firm's audit methodology and International Standards on Auditing;
- On-the-job training and professional development of associates and interns on auditing standards and techniques including auditing software;
- Perform other job-related duties as necessary.

### **Key Engagements**

My key engagements that have contributed to my professional growth include:

#### **Grant Thornton Anjum Rahman (Karachi, Pakistan)**

<b>Financial Sector</b>	<ul style="list-style-type: none"> <li>• National Bank of Pakistan (Annual Audit)</li> <li>• Sindh Bank Limited (Annual Audit)</li> <li>• Silk Bank Limited (Review)</li> <li>• Pak Libya Holding Company Private Limited (Annual Audit)</li> <li>• Sindh Microfinance Bank Limited (Annual Audit)</li> </ul>
<b>Manufacturing Processing and Trading</b>	<ul style="list-style-type: none"> <li>• Thatta Cement Company Limited (Annual Audit)</li> <li>• Gumcorp Private Limited (Annual Audit)</li> <li>• The Organic Meat (Private) Limited – (Annual Audit)</li> </ul>
<b>Media and production houses</b>	<ul style="list-style-type: none"> <li>• Jaag Broadcasting System Private Limited – Samaa Tv (Annual Audit)</li> <li>• Paragon Productions Private Limited (Annual Audit)</li> <li>• Vision Network Private Limited – Jaag Tv (Annual Audit)</li> <li>• Horizon Media Private Limited – Urdu 1 (Annual Audit)</li> </ul>
<b>Share depository and custodial service</b>	<ul style="list-style-type: none"> <li>• Central Depository Company of Pakistan Limited – (Annual Audit)</li> </ul>
<b>Not For Profit Organization</b>	<ul style="list-style-type: none"> <li>• UNDP Agreed upon procedure</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Al hamd International Containers Terminal Private Limited (Annual Audit)</li> </ul>

#### **PERSONAL DETAIL**

Date of Birth	: 28 <sup>th</sup> November 1991	Languages	: Urdu and English
Marital Status	: Single	Availability	: 1 month notice

Reference will be provided on request