

WAQAR MALIK



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OBJECTIVE

Seeking a challenging opportunity to demonstrate my organisational skills and educational background and aim for simultaneous achievement of corporate and personal goals in a rewarding organization offering career growth and professional development.

PROFESSIONAL AND ACADEMIC EDUCATION

Particulars	Institute	Year	Status/Achievements
Chartered Accountant	The Institute of Chartered Accountants of Pakistan (ICAP)	2015	Certificate in Accounting & Finance (CAF-Module D) Qualified
Certified Public Accountant	The Institute Of Certified Public Accountant Of Pakistan	2021	Qualified
Bachelors of Commerce	University of Karachi	2012	Secured 2nd Division
Intermediate (GCE A-levels equivalent)	Board of Intermediate Education, Karachi (Govt. Degree Science College, Gulshan-e-Iqbal)	2008	Secured B Grade
Matriculation (GCE O-levels equivalent)	Board of Secondary Education, Karachi (Al-Hameed Secondary School)	2006	Secured A Grade

PROFESSIONAL EXPERIENCE

QUETTA TEXTILE MILLS LIMITED



April 2016 to Date

Working as a '**Manager Accounts (Weaving Unit)**', and reports to Financial Controller & Chief Financial Officer. Further, I was actively involved in successful implementation of new ERP system "**Sidat Hayder**" and perform reconciliation with the legacy system in different modules i.e. GL, Supply Chain & A/P. My key responsibilities includes:

- Preparing monthly management accounts and reports and provided accurate and timely management and financial information for decision making;
- Preparing quarterly and annual Financial Statement and co-ordinate financial reviews and audits as required;
- Preparing annual budgets and forecasts for all the activities of the Company and actively monitoring performance and adherence to budgetary targets including management;
- Ensured maintenance of accurate and up-to-date books of accounts and accounting records in accordance with the accounting policies and procedures of the Company;
- Identification of deficiency in various systems process and implementation of corrective action by strong Internal Control.
- Ensuring compliance with applicable laws and procedures;
- Managing working capital and cash flow to meet the company liability by continuous monitoring the collection and payment flow;

IBL HEALTHCARE LIMITED A Searle Subsidiary



April 2015 to April 2016

Working as an '**Accounts Officer**', and reports to Finance Manager & Chief Financial Officer. Further, I was actively involved in successful implementation of new ERP system "**Oracle R12**" and perform reconciliation with the legacy system in different modules i-e GL, Inventory, A/P, A/R and Fixed Assets. Effectively constructed and executed Chart of Accounts, product codes and System Generated Financials in ERP System. My key responsibilities includes:

- Initiating the process of Letter of Credit and bank contracts for imports;
- Maintain/monitor credit limits with banks;
- Co-ordinate in issuance of shipping guarantees;
- Duty calculation of imports and making demand draft of duty;
- Negotiate & resolve the discrepancies in documents raised by the bank;
- Costing of each consignment;
- Recording of debit & credit advices in GL;
- Funds arrangement for LCs/Bank Contracts maturities;
- Co-ordination with clearing agent;
- Preparation of monthly Bank Reconciliations;
- Co-ordination with Share Registrar (CDC).

MUSHTAQ & Co,
Chartered Accountants

A member firm of the



**May 2013 to
April 2015**

I previously served as an **Audit Senior** in the **Assurance and Business Advisory Services (ABAS) Group**. My key responsibilities there included:

- Leading large teams through planning, execution and completion stages of audit
- Engagement planning based on understanding of the entity and assessment of business and related audit risks
- Coordination with the team manager to define the extent of planned audit procedures and to update on the progress of the engagement
- Supervision, review and finalization of an assurance engagement
- Liaison with client's management and communication of relevant matters to persons at appropriate levels of responsibility
- Consultation on significant matters with various professionals such as lawyers, tax advisors, actuaries and IT experts
- Assisting clients in preparation of financial statements in accordance with the applicable financial reporting frameworks including compliance with International Financial Reporting Standards (IFRS), local corporate laws and directives of regulatory authorities
- Establishing positive working environment by building solid relationships with team members, clients and other stakeholders
- Providing basic advisory services to clients in respect of taxation, foreign currency remittances, accounting treatment of complex transactions and compliance with secretarial practices
- Ensuring timely completion and submission of key deliverables to the client within stringent deadlines
- On-the-job training and professional development of staff

The experience at the firm has enabled me to develop an understanding of regulatory environment of diversified industries, key business processes and the accounting and internal control systems of several organizations. Following are the most significant clients in various sectors and related engagements that have contributed to my professional growth:

ASSURANCE AND BUSINESS ADVISORY SERVICES (ABAS)

Textile Industry	<ul style="list-style-type: none"> ▪ Quetta Textile Mills Limited (Public Listed Company) I have worked as a Team Leader and involved in the audit of financial statements of the company for the year ended 30th June 2013 ▪ Bhanero Textile Mills Limited (Public Listed Company) I have worked as a Team Leader and involved in the audit of financial statements of the company for the year ended 30th June 2014. ▪ Faisal Spinning Mills Limited (Public Listed Company) I have worked as a Team Leader and involved in the audit of financial statements of the company for the year ended 30th June 2013.
Leather Industry	<ul style="list-style-type: none"> ▪ HUB Leathers (Pvt) Limited I was involved in the audit of financial statements of the company for the year ended 30th June 2013. ▪ Nova Leathers (Pvt) Limited I was involved in the audit of financial statements of the company for the year ended 30th June 2015.
Pharmaceutical Industry	<ul style="list-style-type: none"> ▪ Hilton Pharma (Pvt) Limited. I was involved in the audit of financial statements of the company for the year ended 31st December 2013 & 2014.

I have been consistently rated as a '**High Performer**' on average in all of the above assignments by my managers as per the firm's internal Performance Coaching and Development program.

PERSONAL INFORMATION		IT AND OTHER PROFICIENCIES	CO - CURRICULAR
Marital Status:	Married	<ul style="list-style-type: none"> ▪ Proficient in Microsoft Office applications, particularly MS Word, MS Excel and MS PowerPoint ▪ Completed 90-hour Course of Computer Practical Training (CCPT) recommended by the Institute of Chartered Accountants of Pakistan ▪ Completed 100-hours Presentation Skills Training Course (PSTC) recommended by ICAP ▪ Certification in Information Technology (CIT) from Computer Collegiate registered with Skill Development Council ▪ Hands-on practical experience of using various automated ERP and accounting packages such as SAP, Oracle, Sidat Hyder, JD Edwards, Mfg Pro etc. 	<ul style="list-style-type: none"> ▪ An avid sport fan and interested in various indoor and outdoor sports such as cricket and football. ▪ Have provided tuitions for ACCA, Bachelors of Commerce, A-levels O-Levels & Intermediate (Commerce).
Date of Birth:	March 29, 1990		
Language Proficiency:	English and Urdu		
Nationality:	Pakistani		
Gender:	Male		

REFERENCES

Will be made available upon request.

AVAILABILITY

Within one month of appointment.