**NOAMAN RAFIQ**

**Current Address:** House no, 258, street no, 17, Ghauri garden, Islamabad

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 **Profile Summary** A capable, detail oriented and highly motivated individual with more than 3 years of diversified experience in Financial Services Industry. During my professional career, I’ve been associated with an audit firm, Telecommunication company and health industry. On the educational side, I have passed CFA level I and possess ACCA Membership. I believe in mutual success and looking forward to working with a prestigious institution, where I can capitalize upon my existing skills while achieving professional and intellectual growth at the same time.

#  Professional Qualifications

**Academic Qualifications**

## Chartered Financial Analyst, CFA (level II candidate) 2017-to till date

CFA Registration No. 8485942

## Association of Chartered Certified Accountants [ACCA] 2011- 2014

ACCA Member

ACCA Registration No. 2264354

## Certified Accounting Technician [CAT] 2009- 2010

**Matriculation [ Science] 2008-2009**

**Work Experience**

**Australian concept Infertility Center (Senior Accounts Officer) May 2017-June 2019**

Key responsibilities include the following:

* Oversee the financial operations of the Organization and ensure timely and accurate financial reports
* Responsible for cash management, payroll, financial disbursements, ledgers etc
* Responsible for entering financial information and maintaining all financial records for the organization
* Manage financial controls, prepare and analyze reports, develop financial reports and make recommendations to the supervisor on budget expenditures.
* Oversee the preparation and submission of reports as well as monthly and quarterly financial reports.
* Daily financial entries verification.

## Zong CM Pak limited (Finance Trainee Officer Apr 2016-Apr 2017

Key responsibilities include the following:

* Working on ERP (Oracle), Sun system, Vision and ITS
* PO matching of different vendors on Sun system and Vision
* Hard verification of Different vendors
* Maintaining different Employees claim reports.
* Signing of Different cheques, batches and letters from the authorized signatories
* Controlling and maintaining Inventory of different CSC’s
* Maintaining Jv’s of Handsets, new franchise induction, Sims cost JV from concerned reports.
* Maintaining control sheet of different CSC’s
* Maintaining CSC and Balance sheet recons of different CSC’s.

## Synergy Advisory and Solutions Pvt ltd (Audit associate) Feb 2014-Apr 2015

* Maintaining Books of accounts of different clients on Quick Book
* Review of accounting/general entries to ensure transactions are recorded properly irrespective accounts
* Recording and payment of payroll of all employees on timely basis
* Preparing detailed payroll of all employees assigned to different projects.
* Conducting an Internal and External audit of different clients.
* Liaison with internal and external auditors to fulfill their audit related requirements.
* Conducted internal and External audit of different private and public companies under the supervision of seniors.
* Conducted an Internal audit of HRSD and AID (non for profit).
* Conducted a detailed inventory audit of different clients.

## School of Business and Management Sciences (Teacher Assistant) Jan 2013-Jan 204

* Assisting lecturers with F1, F2, F3
* Attending and teaching classes when lecturers are absent
* Make revision with the students through exams kit.

#  Professional Skills

* ERP Oracle
* QuickBooks
* Sun system and Vision
* Xero Accounting software
* MS Excel, MS Word and E-mail
* Good knowledge of Computer hardware and software

 **Personal Information**

* **Language Proficiency:** English, Urdu, Pashto