

Hasnain Ali



Audit & Accounts

Personal Information

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Visa: Residency

Passport No: XJ1810781

Visa Expiry date: 21/04/2025

OBJECTIVE

Detail-oriented and dedicated Audit & Assurance Professional with expertise in accounting, financial examinations, and independent assessments. Committed to maximizing company benefits through meticulous analysis, risk mitigation, and process improvement. Fostering transparency and trust, I collaborate effectively with cross-functional teams to ensure compliance and uphold ethical standards. Ready to leverage my skills to contribute to the organization's success and financial well-being.

Work Experience:

KHILJI & CO CHARTERED ACCOUNTANT FIRM • 2021-2023

➤ **JACRANDA FAMILY CLUB (HOSPITALITY SECTOR)**

- Checking of daily income from sales of Restaurants, Guest houses, Cinema, GYM and Marriage Hall and their subsequent entries in ERP.
- Checking of daily purchases and Expenses and reconciliation of payables.
- Preparations of quarterly Internal Audit Report for the consumption of Board of Directors.
- Auditing Payment of Vendors and ensure the Amount is according to Invoice and also check that the vendor is paid only once through ERP Software.
- Checking the profile status of vendor with government and apply income tax

accordingly.

- Checking the sale tax on goods/services is Accordingly with the Sale Tax Act.
- Ensuring compliance with Sales Tax and Income Tax laws.
- Ensuring compliance with Accounts Policy and feedback for further updates.
- Checking Bank Reconciliation Statements.
- Periodic stock takes.

➤ **J-MART (RETAIL SECTOR)**

- **Financial Audit:** Conducting regular audits of the company's financial records, transactions, and statements to ensure accuracy, compliance with accounting standards, and internal controls. This involves examining sales records, inventory, cash handling procedures, and expense reports.
- **Risk Assessment:** Identifying and assessing potential risks and vulnerabilities within the retail mart's operations. This includes evaluating the effectiveness of internal controls, detecting fraud, and suggesting improvements to mitigate risks.
- **Compliance Monitoring:** Ensuring compliance with applicable laws, regulations, and company policies. The reviews procedures related to sales, pricing, advertising, employee compensation, data privacy, and consumer protection to ensure adherence to legal and ethical standards.
- **Inventory Management:** Verifying the accuracy of inventory records, including stock levels, valuation, and tracking systems. Assessing inventory controls, spot-check physical inventory, and investigate discrepancies or potential issues such as theft or spoilage.
- **Operational Efficiency:** Assessing the effectiveness and efficiency of operational processes and identifying opportunities for improvement. This may involve reviewing store layouts, supply chain management, procurement processes, and customer service standards.
- **Internal Controls Evaluation:** Evaluating the adequacy and effectiveness of internal controls within the mart's operations. This includes reviewing policies, procedures, and safeguards in place to protect assets, ensure accurate financial reporting, and prevent fraud or misappropriation of funds.
- **Fraud Detection:** Proactively identifying and investigating potentially fraudulent activities within the retail mart. analyze financial transactions, perform data analysis, and collaborate with other departments to detect irregularities and implement measures to prevent fraud.
- **Reporting and Communication:** Preparing comprehensive audit reports detailing findings, recommendations, and corrective actions to be taken. communicating the observations and suggestions to management and stakeholders, ensuring transparency and facilitating the implementation of necessary changes.

➤ **Bookkeeping of firm client (IAK)**

- Accurately maintaining and organizing financial records, including transactions, sales, purchases, payments, and receipts, to ensure proper documentation.
- Managing accounts receivable and accounts payable by tracking invoices, payments, and outstanding balances, ensuring timely collection and payment processing.
- Reconciling bank statements with financial records, meticulously identifying any discrepancies or errors, and taking appropriate corrective actions.
- Recording and tracking payroll transactions, including salaries, benefits, taxes, and deductions, while ensuring compliance with relevant laws and regulations.
- Generating comprehensive financial reports, such as balance sheets, income statements, and cash flow statements, to provide insights into the company's financial position and performance
- Maintaining compliance with financial regulations and accounting standards, staying up to date with tax laws and financial reporting requirements to ensure accurate and timely filings.
- Providing support during audits, preparing necessary documentation, retrieving financial records, and collaborating with auditors to facilitate the review process.
- Proficiently utilizing accounting software to streamline bookkeeping processes, maintain accurate records, and generate financial reports (quicks book).
- Collaborating effectively with stakeholders, including management, accountants, auditors, and team members, to provide financial information, support decision-making, and address queries regarding financial transactions.
- Preparation of monthly Payroll sheets of 40 plus Employees and their Tax and other deduction like Loans etc.

❖ **EDUCATION**

- Bachelor BBA (Hons)
- Major (FINANCE)
- Kohat University of Science and Technology

❖ **Skills**

- Financial Reporting
- Internal Audit Report
- QuickBooks
- ERP Software
- MS Word
- MS Excel
- Vouching
- Problem Solving
- Flexible

❖ **Language**

- English
- Urdu