



Mateen Riaz

CA (Finalist)

To build a long-term career in an Organization with the opportunity for career growth and continuous professional development through consistent learning. To solve problems in an effective/creative manner in a challenging position to welcome responsibilities and to use my skills in the best possible way for achieving the organization's goals which will also enhance my skills, experience, and knowledge in auditing, finance, and business.

BRIEF PROFILE

CA Finalist with a total of **9 years** of experience comprising **5 years** in logistics, import & export business and **4 years** in a QCR-rated audit firm a member firm of **GGI Global Alliance**. My expertise spans financial and auditing functions, including work on IFRS and IAS and sound understanding of listed accounting and auditing practices accompanied by a comprehensive, detail-oriented skill set.

EXPERIENCE

- Statutory Audits (including cost audits)
- Internal Audit
- Compilation of statutory financial statements
- Management Accounting
- Review of statutory financial statements including compliance with IFRS
- Compliance of local laws and regulations
- SOP preparation and review
- Variance analysis
- Controls testing and recommendation of new controls
- Agreed upon procedures engagements
- Specific Scope engagements
- Assurance Engagements
- Factual Findings Report
- Forensic Audit
- Accounting and Bookkeeping

WORK EXPERIENCE

Kazmi Business Consultants

Senior Manager Audit and Finance



Nov 25 - Present

General Practice Hospital

Chief Financial Officer



May 25 - Oct 25

A.H.W. & Co. Chartered Accountants (An Independent member of GGI Global Alliance)

Supervisor Audit & Assurance
Audit Senior



Jul 24 – May 25
Nov 2021 – Jun 2024

Scot International (Pvt.) Limited

Assistant Manager Audit & Finance
Accounts Assistant



Jan 2018 – Nov 2021
May 2016 – Dec 2017

PERSONAL INFORMATION

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Near Royal Palm Golf and Country
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INDUSTRY SECTORS WORKED

- Manufacturing / Trading
- Service & Technology
- Education
- Construction
- FMCG
- Textile Sector
- Government & Public Sector
- Telecommunication & Media
- Oil, Gas and Utilities
- NPO
- Financial services and Asset management

SKILLS

- Pursuing professional qualifications (CA and ACCA)
- Good hands-on Various ERP and SAP B1.
- Experience working with diverse industries
- Excellent communication, presentation, and interpersonal skills
- Bilingual proficiency in English and Urdu (oral and written)
- Business development and client relationship building skills
- Willingness to challenge norms and create an effective team
- Knowledge in Audit technologies and Data Analytics tools
- Thorough technical skills in accounting and auditing standards
- Experience designing engagement procedures based on risk and materiality
- Previous experience coaching and leading engagement teams
- Strong analytical skills and have

Key Roles and Responsibilities as Senior Manager Audit and Finance

- Evaluate and strengthen internal controls over inventory, costing, and production cycles
- Review financial statements to ensure compliance with IFRS and statutory regulations
- Oversee cost accounting systems, including product costing, variance analysis, and margin evaluation
- Monitor inventory valuation, stock movements, slow-moving/obsolete items, and reconciliation with physical counts
- Analyze production variances (material, labor, overhead) and recommend corrective actions
- Ensure accuracy of inventory, WIP, and finished goods accounting
- Conduct financial analysis and performance reporting for management decision-making
- Supervise GL, bookkeeping, payroll, and accounting operations
- Ensure accuracy and integrity of financial records and documentation
- Support management in strategic financial decisions and policy formulation

Key Roles and Responsibilities as Chief Financial Officer

- Directed hospital-wide financial strategy, budgeting, and forecasting, aligning financial goals with patient care and growth objectives.
- Streamlined revenue cycle management (billing, insurance claims, reimbursements), improving cash flow and reducing collection delays
- Established robust internal controls across procurement, payroll, and revenue, reducing risk of fraud and revenue leakage.
- Oversaw financial reporting & compliance with IFRS and FBR, , and other healthcare regulations (IHRA, DRAP).
- Negotiated banking facilities and managed hospital liquidity, ensuring smooth operations with optimal working capital.
- Implemented ERP-based automation of accounting and billing systems, enhancing accuracy and real-time reporting.
- Supervised payroll, employee benefits, and statutory funds (gratuity, provident fund), ensuring compliance and timely disbursements.

Key Roles and Responsibilities as Supervisor Audit and Assurance

- Reporting to audit Partners and Directors, assisting them with finalization of audit and assurance reports.
- Determination of audit scope and development of annual plans along with audit programs and testing procedures relevant to risk and control objectives.
- Planning, execution and finalization of audit fieldwork and statutory reporting for portfolio of clients given.
- Identifying, researching and helping to resolve complex audit issues.
- Leading a field work team including supervising and coaching more junior members of staff.
- Liaising with client staff, preparing client deliverables, building relationships and acting as an ambassador for the firm, and Management of reporting requirements, including attendance at meetings.
- Providing expertise in primary accounting (IFRS) and auditing frameworks (ISAs).
- Accompanied comprehensive reviews of financial statements, ensuring compliance with IFRS and relevant local regulations.
- Collaborated with professionals from diverse fields such as legal, actuarial, system process assurance, and IT experts to facilitate comprehensive audit processes.
- Foreign Reporting and communication to group auditors in the **USA** for Subway International B.V and to CFO of Custom Gateway International, **Hong Kong**.

COMPUTER PROFICIENCY

- Excellent Hands over **Microsoft Office** (Word, Excel, PowerPoint, and Outlook).
- Limited Hands-on Experience of various **ERP Software**.

Accounting Software:

- Xero
- SAP B1
- Sage 50
- QuickBooks
- Odoo

EDUCATION

PROFESSIONAL EDUCATION:

**Chartered Accountant,
CA(Finalist)**

*- Institute of Chartered
Accountants of Pakistan (ICAP)*

ACADEMIC EDUCATION:

Intermediate F.Sc (2012-2014)

Matriculation (2010-2012)

CERTIFICATIONS FROM COURSERA:

- Analysing Company Performance using Ratios
- Business analysis and Process management
- Stock valuation with comparable companies' analysis.
- Profit analysis using economic value added.
- Introduction to WACC

Key Roles and Responsibilities as Audit Senior

- Performing statutory audits as per International Standards on Auditing (ISAs).
- Preparing audit reports, communicating findings and recommendations to the line and senior management.
- Collaborating with the Engagement Partner supporting him in making audit reports by providing sufficient appropriate evidence on different matters of companies.
- Providing support to Quality Control Reviewer and Client to determine a strategy that appropriately addresses risk and manages client expectations relating to deliverables.
- Managing staff effectively to accomplish assignments in a timely and efficient manner.
- Supervising team members in the execution of various assignments entrusted to them, ensuring work is delivered timely and in compliance with regulatory requirements, furthermore, alongside this worked on multiple assignments involving listed companies.
- Carry out substantive audit procedures over various income statement and balance sheets.
- Frequently perform analytical procedures to identify unusual or unexpected trends in relation to expectation. technical knowledge of IFRS and ISA and the ability to present alternatives and conclusions to clients/Managers

Key Roles and Responsibilities as Asst. Manager Audit and Finance

- Maintaining accurate financial records and ensuring that all financial transactions are properly recorded.
- Preparation and analysis of financial statements and forecasts.
- Ensuring compliance with financial regulations and laws.
- Preparation and compliance of Income Tax and Sales Tax returns and notices with tax consultant of the company.
- Provide financial analysis and reports to support decision-making and facilitating effective communication of financial information.
- Liaoning with external auditors to conduct statutory audit of the company.
- Ensuring income tax withholding as per income tax withholding rules.

Key Roles and Responsibilities as Accounts Assistant

- Assisted in preparing and maintaining the Chart of Accounts to align with the organization's operations and comply with accounting standards.
- Assisted in handling bookkeeping and general ledger maintenance by recording daily transactions and posting journal entries like accruals, prepayments, and depreciation.
- Assisted in preparing annual financial statements in compliance with IFRS and supporting internal and external audits.
- Assisted in implementing and monitoring internal controls to ensure policy compliance and improve financial accuracy.
- Assisted in managing payables and receivables, performed bank reconciliations, resolved discrepancies, and coordinated with vendors and customers.
- Assisted in preparation of tax returns and other statutory filings.

ACCOMPLISHMENTS

- Completed key assignments with tight deadlines.
- Supervision - Supervised team of 11 plus staff members.
- Engaged in completion of complex initial audits of clients.
- Creative Problem Solving – Mostly comes with the resolution of technical issues in the hour of need.
- Got excellent feedback from seniors, assistant managers, managers, and Partners on my overall performance.
- Setting goals and objectives for the individuals and team members and helping them in completing those through effective planning and execution.
- Experience of dealing with **Hong Kong, Netherlands, Chinese, Swiss and American clients.**

Certifications

- Presentation and Communication Skills - ICAP.
- Professional Values, Ethics and Attitudes Course - ICAP.
- Xero advisor certified
- QuickBooks – DigiSkills
- Bookkeeping course– Oxford Home Study Centre (OHSC)
- Data Analytics and Business Intelligence - DigiSkills
- EY US Financial Accounting Advisory Services (FAAS) - May 2024
- PwC US Audit Job Simulation - May 2024.
- KPMG US Career Catalyst - May 2024.
- The Financial Literacy Program - (A Project of State Bank of Pakistan)