

ASBAH MUNAWAR RAO

(AUDIT AND ACCOUNTS PROFESSIONAL)



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Lahore, Pakistan

PROFESSIONAL SUMMARY

Highly organized and skilled **CA Finalist** with around **4 years** of diverse experience in **external audits, interim reviews, accounting and reporting** of multiple companies which have equipped me with a comprehensive understanding of the audit and accounting process across various industries.

My expertise include exceptional leadership, team-building skill, maintaining healthy client relationships, managing multiple deadline-driven audit engagements, and supervising various teams with an aim to mentor subordinates alongside. Currently, I am seeking a **challenging position**, that allows me to add value and contribute towards the long term success and growth of the organisation.

WORK EXPERIENCE

HOPE ENTERPRISES:



AM ACCOUNTS - FOR ALL GROUP COMPANIES

(AUG 2025 - PRESENT)

ROLES AND RESPONSIBILITIES:

- Implemented and **utilized Odoo ERP system for inventory, sales, purchases and accounting** modules, to support operational and financial management needs.
- **Maintained accurate records of fixed assets**, including acquisition, depreciation, and disposal, conducted physical verification and developed asset management policies to promote accountability.
- **Prepared monthly financial reports** and provide presentations to Chief Executive Officer (CEO) for strategic decision-making.
- **Managed financial transactions**, their accuracy and ensured timely updates for informed decisions.
- Ensured **compliance with financial regulations** and company policies, kept financial operations in line with requirements and standards.
- Led and **supervised the accounts team**, overseeing daily reporting and directing the team to achieve financial objectives and ensure accurate reporting.

SHINEWING HAMEED CHAUDHRI AND CO. CHARTERED ACCOUNTANTS:



SENIOR ASSOCIATE – AUDIT AND ASSURANCE

(JUL 2023 - JUL 2025)

ROLES AND RESPONSIBILITIES:

- Carried out **application of International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA)**, and industry specific reporting requirements.
- **Acted as an audit in charge** of engagement and ensured to meet the reporting deadline of the client and simultaneously focused on audit quality.
- **Proactively interacted with clients** to gather information, resolved-audit problems and make recommendations for audit adjustments.
- Timely communication with client's management for relevant matters arising during the course of audit and **consultation with experts** such as tax advisors, actuaries and IT experts on complex matters.
- **Mentoring of junior auditors**, review of their working papers to ensure compliance with the audit plan and ensure that the review comments are addressed before submission for managerial review.
- **Ensured compliance of financial statements with** accounting and disclosure requirements of **International Financial Reporting Standards (IFRS)**.

ASSOCIATE – AUDIT AND ASSURANCE

(JAN 2022 - JUN 2023)

ROLES AND RESPONSIBILITIES:

- Responsible for **completion of different areas of audit work**, e.g. identification of issues, analysis of data, compilation of findings and drawing informed conclusions.
- **Performed walk-throughs** to understand financial reporting systems and to identify internal controls that reduce the risk of material misstatement of financial results.
- Review and assessment of internal control procedures and designing and **performing tests of controls** for specific areas in consultation with the engagement leaders.
- Based on effectiveness of internal controls, **performed substantive procedures** on each area assigned during audit engagement.
- **Assessed management's compliance** with companies policies and statutory requirements.
- Prepared working papers, reports, and supporting documentation for audit findings.
- Ensured the **appropriateness of audit evidence** obtained and proper documentation in audit file.
- **Worked in various teams** under different Senior Associates as well as Manager and tried to give valuable input as a team member by applying professional skepticism and working efficiently and effectively.

SECTORWISE CLIENTELE

I had the privilege of working with clients from a wide range of sectors, including:

- | | |
|----------------------------|------------------------------|
| • Manufacturing Industry | • Automobile Industry |
| • Education Industry | • Dairy and Farming Industry |
| • Software and IT Industry | • Service Industry |
| • Non-Profit Organisation | • Provident/Gratuity Funds |

EDUCATION

CHARTERED ACCOUNTANCY FROM THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

- Certified Finance and Accounting Professional (2023 – Continuing)
- Certified in Accounting and Finance (2021)

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, BAHAWALPUR

- Intermediate and Matriculation (2017 and 2015); A+

SKILLS AND COMPETENCIES

- | | |
|------------------------------------|--------------------------------|
| • External Audit | • Audit Software (Smart Audit) |
| • Financial Reporting and Analysis | • ERP Systems (Odoo) |
| • Internal Controls Assessment | • Cashflow Analysis |
| • Budgeting and Forecasting | • Microsoft Office Suite |
| • Financial Statements Compilation | |

ACHIEVEMENTS

- Completed a 50-hours **Presentation and Communication Skills Course** focusing on communication skills, presentation techniques, and group discussions.
- Completed a **Professional Values, Ethics and Attitudes Course** to understand ethical principles, professional behavior and positive attitude towards work and interactions.
- Attended **High Achievers Development Workshop** held in YDC, Punjab House Murree, 2017.
- Received "**Bronze Medal**" for securing 3rd Position in BISE Bahawalpur, 2017.