



SHAHZAIB JELANI

House no. 33, Main Service Road near Yama Chowk Model Town, Islamabad
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PROFESSIONAL SUMMARY

Experienced and detail-driven finance professional with a strong background in both auditing and accounting. Demonstrated expertise in internal and external audits, inventory verification, account reconciliation, and maintaining accurate financial records in compliance with international accounting standards. Skilled in identifying discrepancies, strengthening internal controls, and supporting audit readiness. Known for accuracy, integrity, and a results-oriented approach to financial management.

WORK EXPERIENCE

Oct-2023-Present

Zahid Farooq & Company Chartered Accountant, Islamabad.
Audit Associate. (On-Site)

Key Responsibilities

- Conducted internal and external audits for clients across various industries, ensuring compliance with applicable accounting standards and regulatory requirements. Reviewed financial statements, accounting records, and supporting documents to assess accuracy and completeness.
- Evaluated internal controls identified process gaps, and recommended improvements to mitigate risks.
- Performed substantive testing, vouching, and verification of transactions, balances, and disclosures.
- Participated in physical inventory counts and verified asset existence and valuation.
- Drafted audit findings, prepared working papers, and supported in finalizing audit reports.
- Liaised with client accounting teams to gather necessary information and clarify audit queries.

- Ensured timely completion of audit assignments while maintaining documentation as per firm standards.

Head Dock Inc. Dubai-UAE
Audit Associate (Remote)

Nov-2025-Present

Key Responsibilities

- Working as an Audit Associate with a UAE company, providing audit services to international clients.
- Conducting audit procedures in accordance with International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA).
- Performing substantive testing, analytical review, and verification of financial statement balances.
- Assisting in planning and execution of audits, including risk assessment and understanding of internal controls.
- Preparing audit working papers and documentation to support audit conclusions.
- Coordinating remotely with audit team and clients to obtain audit evidence and resolve audit queries.

Azeem Traders, Mian Channu
General Accountant

Aug 2021 - May 2022

Key Responsibilities

- Maintained and updated company books of accounts, ensuring accuracy and timely recording of all financial transactions.
- Managed accounts payable and receivable, processed invoices, and handled vendor and customer reconciliations.
- Prepared monthly bank reconciliations and monitored cash flow to support financial planning.
- Posted journal entries, adjusted ledgers, and ensured alignment with accounting principles and internal policies.
- Assisted in preparing trial balances, profit and loss statements, and other routine financial reports.
- Handled petty cash and monitored day-to-day financial operations including billing, payments, and collections.
- Conducted inventory counts and ensured proper accounting of stock movements and asset tracking.
- Supported auditors during internal and external audits by providing required documentation and clarifications.

E-commerce Experience

- Over 3 years of hands-on experience managing e-commerce operations across Amazon (US/UK), eBay (US/UK), and Walmart US marketplaces.
- Skilled in product listing optimization, inventory management, order processing, and customer service. Experienced in using seller platforms to track performance metrics, handle returns, resolve disputes, and maintain high seller ratings.
- Proficient in competitor analysis, keyword research, and ensuring compliance with marketplace policies to drive sales and improve visibility

EDUCATION

Chartered Management Accountant

Dec 2020 - Continue

Institute of Cost & Management Accountants, Pakistan, Islamabad

- My current Status of CMA Qualification is 13/18 with 2 result awaiting.

1. Fundamentals of Financial Accounting
2. Business Economics
3. Business Communication and Report Writing
4. Fundamentals of Management
5. Business Mathematics & Statistical Inference
6. Commercial Laws and Business Ethics
7. Fundamentals of Cost & Management Accounting
8. Enterprise Management
9. Management Information Systems
10. Corporate Governance and Business Laws
11. Advanced Management Accounting
12. Financial Accounting and Corporate Reporting
13. Audit and Assurance

Bahauddin Zakaria University, Multan
Bachelors of Arts (BA)

Qualified in 2023

SKILLS

- Internal & External Auditing
- Financial Reporting & Documentation
- Accounts Payable & Receivable Management
- Bank Reconciliation
- Journal Entries & Ledger Posting
- Inventory Management & Physical Stock Verification
- Compliance with IFRS & Local Regulations
- Account Reconciliation & Error Detection
- Internal Controls Assessment
- Vouching & Substantive Testing
- Trial Balance Preparation
- Petty Cash Handling
- VAT Knowledge
- Client Coordination & Audit Support
- Proficiency in Software (e.g. Microsoft Excel, Word, QuickBooks etc.)
- Attention to Detail & Analytical Thinking
- Time Management & Task Prioritization
- Confidentiality & Ethical Accounting Practices

Languages

- English
- Urdu