



38000066

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## Executive summary

- A dynamic, achievement- driven and high-performance finance, tax, & corporate professional, with about fourteen years' diverse industry experience including manufacturing, trading, construction, energy, etc.
- Handled various tax assignments at expert level, corporate forms filing, developing an accounting system, book keeping, internal controls..
- Strong ability to influence thinking, forges alliances, and build consensus.

## Career related skills

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| <ul style="list-style-type: none"> <li>• Income tax and sales tax management</li> <li>• Finance &amp; Accounts Management</li> <li>• Corporate returns filing</li> <li>• Quick book and Peach tree</li> <li>• Designing &amp; developing accounting systems</li> <li>• Internal Auditing, control and risk management</li> </ul> | <ul style="list-style-type: none"> <li>• Working capital management</li> <li>• Analysis of financial statements.</li> <li>• Efficient Planning &amp; Execution Skills</li> <li>• Result-driven Work Approach</li> <li>• SOPs/policy &amp; Procedure Development</li> </ul> |
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## Professional and Academic Qualifications

Qualification	Institute
<b>ACA (Finalist)</b> (Advanced Level- In progress)	The Institute of Chartered Accountants in England & Wales (ICAEW)
<b>ACCA (Affiliate)</b>	The Association of Chartered Certified Accountants United Kingdom (ACCA)
Bachelor of Commerce (B. Com)	University of the Punjab, Lahore
Higher Secondary Certificate (D. Com)	Punjab Board & Technical Education, Lahore (P.B.T.E)
Secondary School Certificate (Matric)	Board of Intermediate & Secondary Education (B.I.S.E.) Sargodha

## Key Professional Experience

Manager (Finance, Accounts & Tax) **Etihad Energy (Pvt.) Ltd.**

March 2017 to Present

### ACCOUNTS

- Prepare costing sheet and determine cost per metric ton and per cylinder.
- Ensuring that financial records are accurately maintained.
- Ensuring reconciliation of company accounts and bank reconciliations.
- Accruals on monthly basis.
- Maintain chart of accounts.
- Month end reporting to Management and internal stakeholders for financial performance.
- Preparation of monthly Financial Statements as well as Annual Financial Statements in accordance with IFRSs, IASs and local laws.

- Prepare projected financial statements of the companies.
- Prepare and maintain Non-Current Assets Register.
- Process of payroll and related transactions in a timely manner in accordance with labor laws and company's policy.
- Annual preparation of Workers' Profit Participation Fund "WPPF" for distribution to workers.

#### SUPPLY CHAIN

- Manage and allocation of delivery vehicles as per time table of LPG producers.
- Make sure LPG producers have enough stock to meet demand.
- Ensuring LPG refilling plant has sufficient stock to entertain distributors.

#### TAXATION

- Prepare working and e-filing of sales tax returns of Group companies.
- Prepare working and computations of Annual Income Tax returns of Group companies.
- Monthly e-payments of withholding taxes and sales taxes with FBR, PRA, SRB.
- E-filing of monthly and annually withholding tax with FBR, PRA, SRB.
- Prepare information and workings/details for submission with tax authorities in response to various notices issued from time to time.
- Issuance of certificates to suppliers under Rule 42.
- Calculation for deduction of tax from salaries of employees.

#### CORPORATE AFFAIRS

- Incorporation of Companies with SECP.
- Compliance of statutory requirements with SECP.
- Prepare and maintain corporate books. (Shareholders Register, Directors Register, Charge/Mortgage Register etc.)

#### FINANCE

- Cash flows management
- Calculation of ratios and their interpretation.
- Determine and manage working capital needs.
- Maintain record of collateral securities secured against financing facilities.
- Prepare Borrowers' Basic Fact Sheet (BBFS) for provision to banks or financial institutions.
- Ensure compliance with regulations of banks or financial institutions.
- Ensure that payments are made to creditors in accordance with standard operating procedures.
- L/C documentation for import of LPG.

Deputy Manager (Finance, Accounts & Tax)

Associated Group of Companies

October 2006 to March 2017

#### TAXATION

- Prepare working and e-filing of sales tax returns of Group companies.
- Prepare working and computations of Annual Income Tax returns of Group companies.
- Monthly e-payments of withholding taxes and sales taxes of Associated Group with FBR, PRA, SRB.
- E-filing of monthly and annually withholding tax with FBR, PRA, SRB.
- Prepare information and workings/details for submission with tax authorities in response to various notices issued from time to time.
- Issuance of certificates to suppliers under Rule 42.
- Calculation for deduction of tax from salaries of employees.

#### ACCOUNTS

- Ensuring that financial records are accurately maintained
- Ensuring reconciliation of company accounts and bank reconciliations
- Accruals on monthly basis.

- Maintain chart of accounts.
- Month end reporting to Management and internal stakeholders for financial performance.
- Preparation of monthly Financial Statements as well as Annual Financial Statements in accordance with IFRSs, IASs and local laws.
- Prepare projected financial statements of the companies.
- Prepare and maintain Non-Current Assets Register.
- Process of payroll and related transactions in a timely manner in accordance with labor laws and company's policy.
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- Ensure that payments are made to creditors in accordance with standard operating procedures.

#### Accounts Officer

Comfort Knitwear (Pvt) Limited    July 2005 to October 2006

#### Job Description:

- Payroll preparation.
- Stock taking on monthly basis.
- Bank and Inter-companies reconciliation.
- Accruals on monthly basis.
- To prepare information and workings/details for submission with tax authorities in response to various notices issued from time to time.
- Monthly e-payments of withholding taxes and sales taxes of Comfort Group with FBR.

#### Award

- Certificate of Achievement in F3 (Financial Accounting) by ACCA on scoring 87% marks.

#### Income Tax Experience

Have a good and sound knowledge of Income Tax. Preparing and filing various returns and computations in connection with assessment of various clients. Have done comprehensive groundwork for income tax cases of companies, associations of persons and individuals including presumptive tax schemes.

#### Sales Tax Experience

Have also a good and sound knowledge of Sales Tax. Has been filing the Sales Tax returns and maintaining the records of manufactures, wholesalers and retailers under the relevant provisions of Sales Tax Act, 1990 and various Sales Tax Rules.

#### Corporate Experience

Have been filing regularly annual corporate returns and forms of various companies. Also involved in the incorporation of various companies.

Languages    Read, write and speak English, Urdu and Punjabi.