



Fahad Imtiaz

Nationality: Pakistani **Date of birth:** 12 Apr 1998 **Gender:** Male

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Home: New House No # 5, Staff Colony Govt College of Commerce, 2-C-II,
Township Lahore. 54770 Lahore (Pakistan)

WORK EXPERIENCE

Accounts and Taxation Executive

Tipu Associate Pvt. Ltd [10 Oct 2022 – Current]

City: Lahore

Country: Pakistan

- Preparation of financial statements.
- Post and process journal entries.
- Perform auditing for corporate operations and finance requirements.
- Monthly financial closing.
- Generate invoices.
- Manage petty cash.
- Prepare bank reconciliation.
- Filing of sales tax.
- Filing of PRA tax.
- Filing of WHT of employees and vendors.
- Filing of SRB.
- Filing KPRA.

Assistant Accounts Manager

RICI Pakistan Pvt.Ltd [8 Dec 2020 – 30 Aug 2022]

City: Lahore

Country: Pakistan

- Preparation of financial statements.
- Post and process journal entries.
- Perform auditing for corporate operations and finance requirements.
- Monthly financial closing.
- Generate invoices.
- Manage petty cash.
- Prepare bank reconciliation.

Accounts internee

Enza Home (Yatas Group) [1 Jan 2020 – 30 Jun 2020]

City: Lahore

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): **Urdu** | **Panjabi**

DIGITAL SKILLS

Microsoft Office / QUICKBOOKS ONLINE / ORACLE Accounting / Xero Accounting / Knowledge of various financial programs (SAAP, ProBit, Tagetik, Bloomberg, etc) / Zoho Invoice / Good communicator & listener / Odoo Accounting Comparison / PeachTree Accounting

In conclusion, my background and skill sets have prepared me to be a successful contributing team member in this type of environment and for an organization exactly like yours. Thank you so much for your time and consideration