



## Fahad Imtiaz

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

**Phone number:** (+92) 3233096249

**Email address:** [fahadimtiaz106@gmail.com](mailto:fahadimtiaz106@gmail.com)

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

### WORK EXPERIENCE

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#### 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

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

## **DIGITAL SKILLS**

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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

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*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*