

Muhammad Awais

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To acquire productive work experience in the practical field and to be part of good environment, that makes effective use of my potential and make my contribution towards achievement of organization's goals.

Work Experience

Assistant Manager Taxation & Finance

Global Textile Networks - Lahore Punjab

December 2019 to Present

- Preparing daily Bank & Cash Statement.
- Processing daily Invoices and Send to client .
- Daily follow up for receivables.
- Managing records and receipts.
- Preparing the Monthly Budget for the Disbursement of Funds.
- Reconciliation of Bank Statements and client ledgers for Monthly Closing.
- Preparing the Monthly profit & Loss account and reporting to directors.
- Prepare the Monthly Balance Sheet.
- Maintain the Record of Sales for File Sales Tax Return.
- File Monthly sales Tax Return In PRA.
- Prepare the Monthly payroll Sheet for Disbursement.
- Deduct Withholding tax on payments as per Income Tax Ordinance 2001.
- Maintain the record of Withholding Tax deduct on Payments.
- Deduct Withholding Tax on Payroll as per Income Tax Ordinance.
- File Quarterly Withholding Tax Return in FBR.
- Prepare the data against notice Under Sec (161,122,176) received from Tax department FBR & PRA.
- Prepare the Management Account Monthly, Quarterly and Yearly.
- Prepare the Financial Statement and Communicate with Auditors to Conduct the Audit.
- Prepare the Quarterly Management Accounts for the Provision of yearly Income Tax Liability.
- Timely Prepare the Draft of Yearly Income Tax Return and communicate with auditor for Submission.
- Maintain Assets register.
- Prepare the documents of Visa application as per Embassy Requirement.

Finance Executive

Noble Supply Chain & Global Forwarding (Pvt) Limited - Lahore

February 2018 to November 2019

- Prepare the documents against the payment to Foreign Agent by Bank as per SBP.
- Daily follow up for receivables.
- Managing records and receipts.
- Reconciliation of Bank Statements and client ledgers for Monthly Closing.
- Maintain the Record of Sales for File Sales Tax Return.

- File Monthly sales Tax Return In PRA.
- Monthly payroll Sheet for Disbursement.
- Deduct Withholding tax on payments as per Income Tax Ordinance 2001.

Lecturar

Oxford Group of Colleges - pakistan
October 2017 to February 2018

1-Timely to Provide the Lecture of Following Subjects.

- Cost Accounting
- Income Tax & Sales Tax
- Business Law
- Business Mathematics and Statistics

Accountant (Internship)

Khawaja metal - pakistan
December 2017 to January 2018

production supervisor

Interwood Mobel Pvt Ltd - pakistan
October 2014 to February 2016

- Manage the Labor for the requirement of Production
- Timely Complete the Job Order as per timeline.

Education

Professional in Audit, Accounting and Taxation

Pakistan Institute of Public Finance Accountant (PIPFA) - Lahore, Punjab
June 2022 to Present

M.COM in Banking and Finance

National University Of Modern Language - Lahore
February 2016 to January 2018

B.COM in Accounting

Punjab university - Punjab
2013 to 2015

Additional Information

Skills

- MS-Office (Word, Power Point).
- Excellent communication skills.
- Keen to learn new things.
- Can work Under time pressure.
- Good in team work and individual.

Biographical Data

- CNIC: 35201-6875940-1
- Marital Status: Married
- Religion: Islam
- Gender: Male
- Domicile: Lahore (Punjab-Pakistan)