

# Nomana Mushtaq

CAF

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Visa Status: Visit Visa



## Summary

Certified individual with more than **seven years** of experience in the preparation and management of **Final Accounts, Income Tax & Sales Tax Returns**. Proven record of delivering accurate reports and high-quality service. Seeking a challenging role to contribute to organizational growth and leverage leadership skills.

## Career Objectives

- Contribute to the growth of a dynamic organization by leveraging skills for personal and professional development.
- Seek a challenging work environment to apply expertise effectively and become an invaluable part of the organization.
- Aspire to secure a leadership position in a growing company, utilizing creative problem solving and management skills to optimize resource utilization and maximize profits.

## Skills

- |                                  |                                  |
|----------------------------------|----------------------------------|
| ▪ Financial Reporting            | ▪ Bookkeeping                    |
| ▪ Accounts Receivable / Payables | ▪ Bank Reconciliation            |
| ▪ Cash Flow                      | ▪ Accounts Reconciliation        |
| ▪ Communication                  | ▪ Reviewing of Internal Controls |
| ▪ Corporate Filing               | ▪ Feasibility Study              |
| ▪ Microsoft Office               | ▪ Management Reporting           |
| ▪ Inventory Management           | ▪ Auditing                       |

## Professional Experience

[December 2019 – Present]

[Accounts & Taxation Manager]

[Raza & Irfan Associates. Gujranwala, Pakistan]

In my role as an **Accounts & Taxation Manager**, I am responsible for:

- ❖ Managing finances for multiple client companies, ensuring accurate reporting and strategic decision-making through effective budgeting, forecasting, and analysis.

- ❖ Implementing efficient accounting procedures, enhancing accuracy in financial transactions and reporting, leading to streamlined operations.
- ❖ Overseeing timely and precise submission of income tax, GST, and other statutory return requirements, maintaining a perfect compliance record.
- ❖ Guiding and mentored a team of junior professionals, enhancing their performance and fostering professional growth.

**[November 2015 – May 2019]**

**[CA Articleship]**

**[M.A Chaudhari & Co. (Chartered Accountants)]**

Joined the firm as a **CA** student performing Audit, Income Tax and Accounts Management. The firm deals in all types of accounts of well-known Private Companies, Trustees & NGO's and their Audits as well. The firm manages Accounts in the light of international accounting standards (**IAS**), and Audit as per international standards of auditing (**ISA**).

#### **Responsibilities:**

- ❖ Prepared financial statements, cashbooks, and reconciliation vouchers.
- ❖ Assisted in implementing audit controls, designed audit procedures, and filed tax returns.
- ❖ Conducted audits for private limited companies and NGOs, filing tax returns for various clients.

#### **Accomplishments:**

- ❖ Conducted detailed internal & external audits, corrected discrepancies, and enhanced financial accuracy and controls of leading Private Limited companies and NGOs.
- ❖ Managed comprehensive accounting processes, ensuring timely reporting and streamlined financial systems, resulting in significant tax savings and increased client satisfaction.
- ❖ Filed electronic & manual income tax returns for individuals and partnership businesses.

## **Academics**

**PCSC-I**

College of Accounting & Finance

**CAF**

Institute of Chartered Accountants of Pakistan

**AFC**

Institute of Chartered Accountants of Pakistan

## **Accounting Software**

- ❖ ERPs Software Hands on Experience: **Tally Prime, QuickBooks, Busy**
- ❖ Microsoft Office: **Excel, Word, PowerPoint & Outlook**
- ❖ Customized Software

## **Languages**

- ❖ English
- ❖ Urdu
- ❖ Hindi
- ❖ Punjabi

## **Reference**

**Available upon request.**