

SUMMARY

I have consistently proven my ability to meet deadlines and achieve project objectives, solve mission-critical problems and prioritize crucial tasks while maintaining the high standards expected of my role.

EXPERIENCE

06/2020 - Present

Tax Accountant

Fine Decore SMC Pvt Ltd.

- Trademark Designing
- Trademark Registration
- Copyrights
- Registration of Individual National Tax Number
- Filing of Income Tax Returns
- Registration of Business National Tax Number
- Filing of Business Tax Return
- General Sales Tax Registration
- Digital Marketing (Facebook, Instagram, Youtube & Pinterest)

02/2018 - Present

Tax Accountant (Former Member)

Maximus Fitness Studio

- Handling Financial Statements
- Filing Income Tax Returns (ITR)
- Handling Tax Notices

02/2022 - 06/2022

Inventory Auditor

Button Corner Enterprises

Inventory auditors compare physical inventory with inventory records to ensure the numbers match. As an inventory auditor, my job duties include :

- 1- Counting current stock quantities,
- 2- Reviewing inventory records, and document and
- 3- Report any discrepancies between the two
- 4- Management of stock
- 5- Rearrangement of stock with tags
- 6- Searching of missing articles
- 7- Generating articles if not traced
- 8- Recording of data in sheets and
- 9- Supervising warehouses workflow.

11/2017 - 10/2021

Internal Auditor/ Administrator

International Cargo Services (ICS)

- Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc
- Prepare and present reports that reflect audit's results and document process

- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

09/2014 - 08/2017

Auditor/Accountant

Bukhari & Co. Cost Management & Cost Accountant

I have performed several tasks in a law firm namely Bukhari and Co. Cost Management & Cost Accountant as Accountant, Auditor, Income Tax Consultant.

Got a good command in field of Auditing and Income Tax.

Meanwhile working with Bukhari & Co. Cost Accountant and Cost Management I have learned several things, such as

1. Auditing (internal and external)
2. National Tax Number Registration.
3. Filing Returns Annually as well as for Special Tax Year.
4. Company National Tax Number Registration.
5. Company Filing Returns Annually as well as for Special Tax Year.
6. Types of companies can be registered (Sole proprietor, Private Limited and Single Member Company)
7. Registration of Import & Export License and several others.

An auditor is a finance professional who prepares and examines financial records, ensuring that records are accurate and individuals and business paid their taxes properly. Being an auditor I was responsible for

1. Reviewing an organization's data,
2. Accounting entries,
3. Balance sheets
4. and tax returns.
5. Checking / Verifying Operational Controls.

EDUCATION

2024

Accounting

ICPAP

CPA

2020

Accounting & Finance

Superior University

Associate Degree Program.

Awarded 3rd Position in Department.

2014

Islamic Commerce

BOARD OF INTERMEDIATE & SECONDARY EDUCATION

INTERMEDIATE

SKILLS

Quickbook	Intermediate	Profit & Loss Tracking	Advanced
MS Office	Advanced	Financial Records Review	Intermediate
Odoo	Intermediate	Multitasking	Advanced
Debt Management	Intermediate	Punctual	Expert
Finance Management	Advanced	Quick Learner	Expert
Bookkeeping	Advanced	Efficient & Smart working	Expert

LANGUAGES

Urdu	Native	English	Intermediate
------	--------	---------	--------------