



**Nahyyan
Akhtar**
ACCOUNTANT

BUILDING:P-01, FRANCE CLUSTER,
INTERNATIONAL CITY, DUBAI

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I am a motivated accounting professional with a background of working in a corporate accounting environment for over 8 years. I have worked with traditional CA and CMA firms doing accounting and audit work for the companies having industry range from ngo, automobile, manufacture, technology and distribution while using multiple ERP Systems such as Oracle- Sage. I am self-driven and enterprising person with attentive nature and in-depth accounting experience.

PROFESSIONAL EXPERIENCE

January 2021 –
February 2024

ACCOUNTS & FINANCE MANAGER
MODERN HYGIENIC INDUSTRIES (PVT) LTD

Collecting, interpreting, and reviewing financial information, Predicting future financial trends, Reporting to management and stakeholders, and providing advice how the company and future business decisions might be impacted. Producing financial reports related to budgets, account payables, account receivables, expenses etc. Developing long-term business plans based on these reports. Reviewing, monitoring, and managing budgets. Developing strategies that work to minimise financial risk. Analysing market trends and competitors.

January 2019 –
December 2020

ACCOUNTS & TAXATION MANAGER
NEWTECH (Pipe Manufacturer)

Month and year-end process, Accounts payable/receivable, cash receipts, General Ledger, Payroll and utilities, Treasury, Budgeting, Cash Forecasting, Revenue and Expenditure variance analysis, Capital assets reconciliations, Trust account statement reconciliations, Check runs, Fixed asset activity, Debt activity. Monitor and analyse accounting data and produce financial reports or statements, Establishing and enforcing proper accounting methods, Policies and principles. Coordinate and complete annual audits and Provide recommendations for Improving systems and procedures and initiate corrective actions.

Facilitate and manage the preparation and review company federal tax returns and the accurate, timely filing of all tax forms. Ensure accurate, timely filing of consolidated federal state and local income tax returns and other business related filings. Develop and implement strategic tax planning for all necessary federal and provincial taxes. Manage members of the accounts and tax team.

January 2018 –
December 2018

ASSISTANT MANAGER AUDIT & TAXATION
Khurram Aziz & Co. ,Chartered Accountant

Role envisaged providing a variety of services to our clients including bookkeeping, preparation of financial statements and internal and external audits.

Bookkeeping services include development of chart of accounts, entries into the GL and preparation of financial statements. As an internal auditor scope includes testing the effectiveness of the entities' internal control systems and verification of financial transactions in compliance with the laid down accounting procedures and best accounting practices. As an external auditor, services include supervising the audit teams and completing the field work in accordance with the international auditing standards and firm's audit programs. As a tax expert, services include e-filing of sales and income tax, maintaining tax records of purchases and sales, following the guidelines provided by FBR and Federal Government.

Sept.2017 –
December2017

TAX INTERN

Bestway Cement – Head office

Responsibilities included recording tax inputs, month end reconciliation of tax records, e-filing of income tax and sales tax and replying to FBR notices and visit to RTO office for the hearing on cases.

March 2015 –
June 2017

ACCOUNTS MANAGER

New Punjab Traders

Responsibilities included management of cash and cash statements, book keeping and maintaining records, month end reconciliation, respond to customer inquiries, maintain updated customers list with current contact and billing information and produce accurate customer billings and statements on monthly basis.

EDUCATION

Mar2017 –
Oct2019

MASTER IN BUSINESS ADMINISTRATION

Federal Urdu University of Arts Science and Technology

Accounting and Finance

2012 –2017

ACCA

Centre for Professional Excellence (CPE)

Finalist- (F1 to P3 passed)

Mar 2012 –
April2014

BACHELORS OF COMMERCE

Al-khair University

Accounting and Finance

Mar 2007 –
April 2009

PUNJAB COLLEGE OF INFORMATION AND TECHNOLOGIES (P.C.I.T)

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION (F.B.I.S.E)

Pre - Engineering

SKILLS

Specific skills

- Bookkeeping
- Enterprise Resource Planning (ERP)
- Intuit Quickbooks
- Tax Expert
- Income Tax, Withholding Tax & Sales Tax
- Financial Reporting
- Accounting Procedures
- Proficient with MS Word + Excel

Personal qualities

- Excellent interpersonal skills
- Good Commercial Sense
- Good communication & listening skills
- Good problem solver
- Strong attention to detail
- Positive 'can do' approach
- Cheerful, friendly person

INTERESTS

When I'm not at work, I spend most of my time on personal development, creating network and on enhancing my professional skills. I am a sports person and enjoy participating in healthy activities.