Arshad



Arshad-394088@2freemail.com

Dear Hiring Manager

I would like to express my interest in the Accounts position. I am a self-motivated and progress-driven Chartered Accountant with an extensive background in this industry. With a long-standing record of initiative and innovation, I have developed and executed strategies which I believe will bring value to your Company.

Throughout the course of my career, I have honed my accounting, auditing and taxation abilities. I am an astute problem-solver capable of prioritizing and managing complex projects with proficiency.

In my previous role, I exercised delegation, communication, accounting records preparation, internal controls maintenance and tax accounting in contribution of team efforts and organizational improvements. I am open-minded and focused on new developments in my field. I have proven to be effective and motivational, with proficiency in collaboration and collaborative work. I enjoy brainstorming and coordinating efforts to achieve a common goal.

Please take a moment to review my enclosed resume and accompanying credentials. I would appreciate the opportunity to speak with you regarding my candidacy for the Accounts role.

I’m looking forward to your response and thank you for your consideration.

Sincerely

Arshad

**Arshad**

**(ACCA)**

**Email:** arshad-394088@2freemail.com

**Visa Status**: Visit Visa (Valid upto October)

**Notice Period**: Immediately

***PROFESSIONAL SUMMARY***



A Qualified Certified Chartered Accountant (ACCA) with more than 2 years of professional experience in the field of Accounting, Auditing, Finance and Taxation. Having 1.2 years of Audit Firm experience (one of Big Four Firms) and 1 year of Distribution and Retailing experience. A team player with a proven track record of accomplishing

challenging goals and creating value by setting vision and focus to succeed.

***AREAS OF EXPERIENCE***



|  |  |  |
| --- | --- | --- |
| ▪ IFRSs, ISAs, ISREs & ISAEs | ▪ | Internal Controls Reviews |
| ▪ | Ratio Analysis | ▪ | Drafting Reports |
| ▪ | Financial Reporting | ▪ | Customer Services |
| ▪ Accounts Payables & Receivables | ▪ | Corporate Tax |
| ▪ | Inventory Management | ▪ Tax compliance and Advisory |
| ▪ | Bank Reconciliation | ▪ Income and Sales Tax Return |
| ▪ | Working Capital Management | ▪ | Tax Review Memorandum |

***QUALIFICATION***



|  |  |  |
| --- | --- | --- |
| **Professional** | **Year** | **Status** |
| Association of Certified Chartered Accountant (ACCA) | 2018 | Qualified |
| Advanced Diploma in Business and Finance | 2017 | Certified |
| Foundation in Accountancy (FIA) | 2016 | Certified |
| **Academic** |  |  |
| F.SC Pre Engineering, |  |  |
| *Board of Intermediate and Secondary Education, Lahore* | 2014 | 72% |
| **Matriculation** |  |  |
| *Board of Intermediate and Secondary Education, Lahore* | 2012 | 83% |

***MAJOR CLIENTS & SECTORS***



|  |  |
| --- | --- |
| **Power Sector** | **FMCG Sector** |
| - National Power Parks Management | - | Nestle Pakistan Limited |
|  | Company (Private) Limited | - Coca Cola Beverages Pakistan Limited |
| - National Transmission and Despatch | - | Haleeb Foods Limited |
|  | Company Limited |  |  |
| - Quaid-e-Azam Thermal Power (Private) | **Automation & Engineering sector** |
|  | Limited | - | Aldar International Engineering |
| **Services sector** | - Vertiv Pakistan (Private) Limited |
| - Uber Technology Pakistan (Private) |  |  |
|  | Limited | **Manufacturing industry** |
| - | Systems Limited | - Ghani Automobile Industries Limited |
| - | Atlas Insurance Limited | - | Ghani Glass Limited |
| - Punjab Modaraba Services (Private) | - Ghani Value Glass Limited |
|  | Limited | - Pak Arab Refinery Company Limited |
| **Trading sector** | - | Nimir Resins Limited |
| - Monsanto Pakistan (Private) Limited | - | Panther Tyres Limit |

* Sapphire Retail Limited

***PROFESSIONAL EXPERIENCE – ROLES AND RESPONSIBILITIES***



The key roles and responsibilities that I have performed while being associated in this companyincludes:

***Accounts and Internal Controls:***

* Ensure the process of journal entries and perform accounting corrections to ensure accurate record.
* Ensure all subordinate team members are professionally supervised, worked and keep motivated to achieve the objectives agreed upon in a timely manner, whilst providing the necessary guidance whenever required.
* Perform ratio analysis for forming an opinion and recommendation to management.
* Analyzed, examined and interpreted accounting records, compiled financial information and reconciled reports and financial data.
* Perform aged debt analysis of the receivables and negotiate the credit terms with the vendors simultaneously.
* Consolidating physical inventory counts and cycle counts, managing general ledger, month/year end and closing processes.
* Performing a detailed review of the operations and internal control systems in a computerized environment to identify weaknesses in the system and to give recommendations for improvement.
* Maintains accounting controls by preparing and recommending policies and procedures.



***Business and Corporate Tax:***

* Ensuring and assisting clients with timely compliance for the filing of sales tax returns, income tax returns and monthly withholding statements in accordance with the tax laws.
* Ensuring compliance with notices issued by the revenue authority and timely filing of appeals and resolving of disputes before the authorities.
* Keeping abreast of federal and provincial tax laws and providing solutions to the clients as per latest applicable provisions.
* Ensuring proper conduct and satisfactory completion of tax audits and investigations initiated by the revenue authority based on Tax Accounting.
* Assisting clients with the monthly, quarterly and yearly payments of income tax in a timely fashion.
* Assisting clients in determining the impact of changes in laws and accordingly helping the clients with e-registration requirements introduced by revenue authority.
* Assisting the individuals (including business individuals) with their registration for National Tax Numbers(NTN).

***ADDITIONAL SKILLS***



* Proficiency in MS office (Excel, Word, PowerPoint, Outlook)
* Tally ERP
* E-Portal
* Familiar with working in Multicultural Environment
* Attention to Detail and Problem Solving Attitude
* Team leader / Team Player
* Time Management
* Adaptation

***PERSONAL INFORMATION***



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| --- | --- | --- | --- | --- |
|  | ▪ | Date of Birth | 01 August 1996 |  |
|  | ▪ | Languages | English and Urdu |  |
|  | ▪ | Nationality | Pakistani |  |
|  | ▪ | Geographical Preference | Willing to travel and work in every environment |  |
|  | ▪ | Interest & Hobbies | Reading Newspaper, cricket & movies |  |
|  | ▪ | Marital Status | Single |  |
|  |  |  |  |  |