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| **Kalsoom**  **QUALIFIED PROFESSIONAL- ACCOUNTING & FINANCE**  **Contact Details:**  [**kalsoom-392552@2freemail.com**](mailto:kalsoom-392552@2freemail.com) |  |

**BRIEF PROFESSIONAL PROFILE**

## Experience snapshot:

Accounting, Finance & Taxation professional with 5 years of well diversified experience in the domains of Audit, Accounting & Reporting, Budgeting, Planning and Financial Analysis in a modular ERP environment.

## Designation Organization Duration

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| Supervisor Audit, Corporate & Taxation | Aamir Salman Rizwan Chartered Accountants | January 2019 – June 2019 |
| Senior Audit Associate(Job In-Charge) | Fakhruddin Yousafali & Co.  Chartered Accountants | August 2016 – January  2019 |
| Tax Consultant | Individual Practitioner | August 2015 – July  2016 |
| Audit / Taxation Associate | Fakhruddin Yousafali & Co.  Chartered Accountants | August 2014 – July  2015 |

**Qualification:**

**CERTIFIED FINANCE AND ACCOUNTING PROFESSIONAL – CFAP(CA – FINAL) IN PROGRESS**

[Institute of Chartered Accountants of Pakistan]

**CERTIFICATE IN ACCOUNTING AND FINANCE – CAF**

[Institute of Chartered Accountants of Pakistan]

**TECHNICAL AND OTHER EXPERTISE**

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| Computer Course (Windows, MS  Office), MS Office & MS Outlook | Financial Reporting – IFRS, US  GAAP & compliance | Budgeting & financial analysis |
| Income Tax | Risk analysis and management | Value Added Tax / Sales Tax |
| Management Reporting | External/Internal Audit and  Financial & Compliance audit | Ratio & Variance Analysis |
| ERP Systems | Excellent communication skills | Independent decision making |
| A/R, A/P & Payroll Accounting | Asset Management & Bank Reconciliation | Internal Controls |

**WORK EXPERIENCE HISTORY**

**AAMIR SALMAN RIZWAN CHARTERED ACCOUNTANTS LAHORE, PAKISTAN.**

A member of MSI Global Alliance (Independent Legal & Accountancy Firms).

**FAKHRUDDIN YOUSAFALI & CO. LAHORE, PAKISTAN.**

One of the oldest firm in Pakistan.

## Taxation roles:

* Facilitating and liaising with the legal advisors, tax advisors and tax authorities for Sales / Income tax, returns and assessment order misinterpretations.
* Proficient in handling tax matters provided key taxation advice to clients by analyzing their taxation issues.
* Review and filing of Income Tax Withholding statements monthly and annual of different clients.
* Supervising and monitoring for the preparation of source documentation in order to compile timely and accurate VAT returns and ensuring internal processes are VAT compliant.
* Managing the preparation of VAT returns reconciliations with the GL in working collaboration with the country accounting teams by liaising with the relevant teams to obtain accurate data and documentation.
* Review and finalization of Monthly Payrolls including the working of Income Tax, Social Security and EOBI.
* Finalization and submission of records and other data required by Tax authorities through audits and other notices.
* Liaising with clients to identify problems faced, analyzing industry practices and the relevant business, presenting findings to the clients’ management and advising on recommendations for the identified problems.
* Review corporate and personal tax computations, returns and reconciling of these with the financial statements and accounts.
* Advising auditors in capacity as tax consultant on tax assessment, pending cases or claims and related disclosures in financial statements.
* Working on incorporation and winding up of companies.
* Advising Clients on Tax minimization through Tax Credits & Rebates.

## Auditing roles:

My responsibilities here includes development of audit plan

- Development of Annual Audit Plan in line with Audit Methodology, performance of audit procedures, supervision and finalization of engagement.

**CLIENTS UNDER ASSIGNMEENTS**

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| * **Manufacturing**   + Imperial Electric Corporation (Pvt.) Ltd. * **FMCG-Manufacturing**   + Qureshi Towellers (Pvt.) Ltd. * **Electric Machinery & Apparatus**   + Avanceon Ltd. * **Software**   + Autosoft Dynamics (Pvt.) Ltd.   + Xavor Corporation (Pvt.) Ltd.   + Lebrte Solutions (Pvt.) Ltd.   + Synavos Solutions (Pvt.) Ltd.   + Aircod Technologies (Pvt.) Ltd. * **NGOs & NPOs**   + Various Churches and Dioceses | * **Fuel & Energy**   + Turbomach Pakistan (Pvt.) Ltd. * **Transport**   + Pegasus International (Pvt.) Ltd. * **Fuel & Energy**   + Turbomach Pakistan (Pvt.) Ltd. * **Food**   + Mitchells Fruit Farms Ltd.   + Bundu Khan (Pvt.) Ltd. * **Education / Counselling**   + Dignosco (Pvt.) Ltd.   + Chain of Cathedral Schools |

## Accounting and Finance roles:

* Preparation and supervision of financial statements by ensuring that all period end formalities are performed timely & accurately and on the basis of IAS, IFRS or GAAP.
* Maintain the inventory control and ensure proper recording as per approved policies and procedures.
* Preparation of variance analysis reports and investigating the reason for cost control.
* Managed consolidation of subsidiaries and preparing for reports such as Statement of Comprehensive income, Statement of Financial Position, Statement of Cash Flow, Project Forecasting and Budgeting, Ratio Analysis.
* Analyzing past results, performing variance analysis and making recommendations for improvements, evaluating financial performance by comparing and analyzing actual results with plans and forecasts.
* Ensure that the audits are completed on time and audited financials are circulated to all stakeholders and preparing a schedule of activities that are to be completed and allocating the respective works to between team members defining the timelines to complete the same.
* Responsible for monthly accounts closing, timely submission of MIS reports.
* Calculation of staff vacation pay, leave settlement, final settlement and providing necessary information of personnel department for calculation of staff benefit.
* Reporting cost and budgetary control and Preparation of monthly cash flow.
* Verification and checking off invoice entered in journal vouchers.
* Liaison with external Auditors for annual audit reports.
* Recording purchase of project fixed assets and maintaining asset register, preparation of depreciation schedule.
* Conducting physical checks and count on inventories, fixed assets and confirm insurance coverage on all assets.
* Timely processing of Account payable, salaries and other payments.
* Maintaining Fixed assets register of the branches and updating the intergroup asset transfers.
* Manage Accounting systems & procedures, ensuring that proper internal control procedures are being applied consistently throughout the company.
* Internal control evaluation, implementations and risk management.
* Review compliance with best practices of code of corporate governance.

**PROFESSIONAL CERTIFICATIONS & ACADEMIC EDUCATION**

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|  | **SR.** | **CERTIFICATION / DEGREE** | **INSTITUTION / UNIVERSITY** | **MAJOR SUBJECTS** | **PASSING YEAR** |
|  | 1 | **CFAP** – **CERTIFIED FINANCE AND ACCOUNTING PROFESSIONAL** | ICAP – Institute of Chartered Accountants of Pakistan  (Constituted under Chartered Accountants Ordinance, 1961) | Managerial Accounting & Finance Management, Advanced Financial Accounting & Reporting, IT, Audit, Taxation & Corporate Law. | Contd. |
|  | 2 | **CAF – Certificate in Accounting and Finance** | ICAP – Institute of Chartered Accountants of Pakistan  (Constituted under Chartered Accountants Ordinance, 1961) | Corporate Finance, Financial Reporting & Analysis. | 2014 |

**ACCOUNTING SOFTWARE KNOWLEDGE/I.T SKILLS**

* Microsoft Dynamics GP (Financial Module), SAP Business One, ODDO and other accounting packages like Peachtree , Quickbooks.
* MS Word, MS Excel, PowerPoint and e-mail applications
* MS Outlook & well conversant with Microsoft Windows environment

**TRAINING**

* Presentation and Communication Skills Course

**SEMINARS ATTENDED**

* Attended in-house workshops and trainings as per Fakhruddin Yousafali & Co. Learning and Education policy acquaintance.
* Attended various seminars and workshops arranged by the Institute of Chartered Accountants (ICAP) and Federal Board of Revenue, Government of Pakistan.

**SKILLS & COMPETENCIES**

* Conversant with UAE VAT Law, UAE Labor Law and important websites of UAE.
* Recognized for visionary leadership skills and regularly contribute to the overall business objectives.
* Proven track records of working in international and multicultural business environment.
* Strong analytical thinker with ability to data analysis and resolve complex problems.
* Target oriented and ability to meet assigned deadlines and ability to work cooperatively and collaboratively with all levels of employees, management and external parties.
* Professional and maintaining a respectful attitude at work and ability to adapt easily to change in work environment and able to manage own workload efficiently.
* Possess high degree of integrity and personal ethics in implementing policies and procedures.
* Rational Decision maker & Problem solving abilities.
* Good negotiation, Presentation & communication skills
* Adaptability, empathetic, multitasking, team management.

**PERSONAL INFORMATION**

Date of birth 24th Feb, 1989

Languages known English (Professional Working), Urdu (Native), and Punjabi (Native) Nationality Pakistani

Marital status Single