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**Email:** **zeeshan-399773@2freemail.com** **Availability: Immediately**

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**CAREER OBJECTIVE:**

To have a position that would support my personal development and growth with an aim to contribute positively towards the objectives of the organization and to employ my knowledge and diversified experience with the intention of securing a professional career in **Accounts/Audit, Finance** **and Taxation** with the opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**ACADEMIC EDUCATION:**

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| **DEGREE / QUALIFICATION:** | **EXAMINING BODY / INSTITUTE:** | **RESULT** | **YEAR** |
| **Chartered Accountant (C.A) - Finalist** | **Institute of Chartered Accountants of Pakistan (ICAP)** | **In Progress** | **2018** |
| **Chartered Accountant (C.A) -Intermediate** | **Institute of Chartered Accountants of Pakistan (ICAP)** | **Passed** | **2016** |
| **Higher Secondary School Certificate (HSSC)** | **Peshawar Board of Education (BISEP)** | **Passed** | **2009** |
| **Secondary School Certificate (SSC)** | **Federal Board of Education (FBISE)** | **Passed** | **2007** |

**AREAS OF EXPERTISE/SKILLS:**

My areas of expertise include:

* External and internal audits in accordance with International Standards on Auditing (ISAs).
* Good understanding of International Accounting Standards (IAS) & International Financial Reporting Standards (IFRS).
* Financial reporting and analysis in accordance with International Financial Reporting Standards (IFRS).
* Operating computer programs with accounting software to record, store, and analyze information.
* Hand on practical working experience of **Quick Books** and **Tally ERP09.**
* Analytical reasoning, Account reconciliation expert, Good numeric skills, Good communication skills.
* Maintaining Books of Accounts & Bank Reconciliations.
* Accounts Payable & Accounts Receivable Management and Payroll & Funds Management.
* Good understanding of Financial Management, Cost Accounting, Budgeting and Forecasting.

**PROFESSIONAL WORK EXPERIENCE (Total Experience: 3 Years and 6 months):**

1. **Organization:** --

**Tenure:**  **Senior Associate – Audit, Accounts and Taxation**

**Designations:** **8 Months**

1. **Organization:** **Khalid Majid Rahman Chartered Accountants (KMR CAs)**

**Tenure:**  **Senior Associate – Audit, Accounts and Taxation**

**Designations:** **2 Years and 10 Months**

I had been working as Senior Audit, Accounts and Tax Associate in the Assurance and Tax of a Chartered Accountants company. During this time span, I have been involved as a team member in execution and finalization of several external statutory audits, income tax and sales tax returns preparation and filing, half yearly reviews, bookkeeping assignments, compliance reviews, certifications and other varied audit and agreed upon procedures engagements of various public and private commercial organization and have been entrusted with the **responsibilities** for:

* Providing advisory services to clients in respect of accounting treatment of complex transactions in light on International Financial Reporting Standards (IFRS), compliance with applicable corporate and tax laws.
* Preparation and filing of the income tax and sales (VAT) tax returns with the related statutory authorities.
* Monitoring and coordination of engagements related to the planning and execution of external audits and bookkeeping assignments.
* Assisting clients in the preparation of financial statements in accordance with International Financial Reporting Standards (IFRS) and getting them reviewed by engagement leaders.
* Reporting of the significant issues to the management and developing good working relationships with the clients to deliver engagement expectations.

**MAJOR CLIENTS EXPERIENCE**

***Oil and Gas Sector****:* ***(AUDIT)***

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| **BOW Energy (Pvt.) Limited Pakistan (An associate of United Energy Global)**(Annual Audit- Year ended December 31, 2017) |  **As a junior,** worked in execution of audit. |

***Construction sector: (AUDIT)***

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| **China Petroleum Pipeline Bureau, Pakistan Branch** (Annual Audits for the years ended June 30, 2016 and 2017) |  **As a semi senior,** worked in execution of audit. |

***American Defence Sector: (TAXATION)***

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| **Harris Communications Pakistan (Private) Limited** (Income Tax Returns and Withholding Tax Statements) |  **As a senior,** worked on filling Income Tax Returns and Withholding Tax (WHT) statements. |

***Construction Sector: (TAXATION)***

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| **China Petroleum Pipeline Bureau, Pakistan Branch** (Monthly Sales Tax and Annual Income Tax Returns) |  **As a senior,** worked on filling Income Tax, Sales Tax Returns and Withholding Tax statements. |

***Healthcare Sector: (BOOK-KEEPING and TAXATION)***

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| **Abdul Razzaq Welfare Trust** (Book-keeping, monthly Income Tax Returns / Statements) |  **As a Junior,** worked as a book-keeper. Also worked on filling Annual Income Tax Returns and WHT Statements. |

**COMPUTER LITERACY AND COMPETENCY:**

* **Application Package:** MS Office (All versions), Internet Applications ,Financial modeling in Excel
* **Accounting Software: Tally ERP09**, **Quick Books,** FICS, U Bank plus.
* **MS Office:** Proficient in the use of MS Office applications.

**PROFESSIONAL DEVELOPMENT AND TRAININGS:**

Attended following in-house workshops and trainings as per ICAP Learning and Education policy acquaintance:

 **Presentation and Communication Skills Course (PCSC) Year - 2016**

* Course on the presentation and communications skills

**Computer Course Practical Training (CCPT) Year - 2013**

* Intermediate and Advance Levels of MS Office

**Training courses on IFRS Various Years**

* Trainings on the International Financial Reporting Standards (IFRS).

**PERSONAL INFORMATION:**

**Date of Birth** : 20th June 1992

**Driving License** :LTV License – Pakistan

**Nationality** :Pakistan

**Religion** : Islam

**Availability :** Immediate