

**SUMMARY**

A dedicated **Accounts, Audit, ICV, VAT and SAP professional** with 10 years of experience in multi-dimensional industry sectors. Adept at International accounting/ financial reporting standards (IASs)/ (IFRS), International Standards on Auditing (ISAs) and federal & Provincial Tax laws; and **SAP(FI) EXPERT**. Currently, working **Assistant Manager Accounts and Tax at ALBERTS Accounting and Tax Consultancy**, a well reputed firm in UAE, having its offices in Dubai and Abu Dhabi, since July 2018.

I am CPA qualified and CA Pakistan from The Institute of Chartered Accountants of Pakistan. I have good communication and interpersonal skills.

I am well versed with all the business/corporate processes and systems including internal control system.

**EXPERIENCE****ALBERTS ACCOUNTING AND TAX CONSULTANTS – DUBAI, UAE**

**Assistant Manager Accounts, ICV and Taxation**

July

2018– Present

**Duties and Responsibilities**

- Maintained liaison with external reportable organizations including ADNOC and our associated Certifying Body for In-Country Valuation (ICV).
- Providing services for assessment and execution of ICV Certification.
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Supports budget and forecasting activities.
- Prepare, review, and analyze financial statements to ensure accuracy and completeness
- Audit financial statements and assess accounts for accuracy and regulatory compliance
- Responsible to legally assess tax (VAT) liabilities through informed application of tax laws and regulations
- Prepare and review tax calculations, estimates and reports
- Manage VAT compliance, reporting, and filing works for the companies and Groups.
- Ensure timely and accurate filing of all Tax returns.

**EDIFICE – ISLAMABAD, PAKISTAN**

**Manager Finance**

June 2017 – June 2018

**Duties and Responsibilities**

- Prepare financial statements, business activity reports, and forecasts,
- Monitor financial details to ensure that legal requirements are met,
- Supervise employees who do financial reporting and accounting record
- Review company financial reports and seek ways to reduce costs,
- Analyze market trends to find opportunities for expansion or for acquiring other companies,
- Help management make financial decisions.
- Accounting of different projects.

**ACCOUNTING, AUDIT, ICV, FINANCE, TAXATION AND SAP EXPERT****CONTACTS**

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Abu Dhabi, UAE

**Completion of Assignments including:**

- Financial Audits
- Internal Audit
- Review engagements
- VAT and Taxation Services
- Internal Control Financial Reporting
- Bookkeeping and Preparation of Financial Statements
- Financial Advisory Services
- Other Advisory Services
- Financial Management
- Accounts Management
- Budgeting and Forecasting

**ACCOUNTING, AUDIT, ICV & TAX PROFESSIONAL****KHALID MAJID REHMAND CHARTERED ACCOUNTANTS – ISLAMABAD, PAKISTAN***Audit and Tax Associate**October 2013 – May 2017***SKILLS**

Accounting and IFRS	★ ★ ★ ★ ★
SAP(FI) Expert	★ ★ ★ ★ ★
Bookkeeping and Financial Reporting	★ ★ ★ ★ ★
ICV and VAT(Tax)	★ ★ ★ ★ ★
Financial Analysis	★ ★ ★ ★ ★
Monthly Closing	★ ★ ★ ★ ★
Microsoft Office	★ ★ ★ ★
Audit	★ ★ ★ ★ ★
Aging and variance analysis reports	★ ★ ★ ★ ★
Budgeting and Forecasting	★ ★ ★ ★
Accounting Softwares	★ ★ ★ ★ ★

**Duties and Responsibilities**

- Implementing Audit Methodology, specifically risk-based approach
- Preparation of Annual Financial Statements as per IFRS
- Preparing Audit Reports
- Attending Stock Take Assignments
- Working as Quality Assurance Team Member so as to facilitate Quality Control Review
- Filing Annual Income Tax Returns of Clients
- Submitting monthly Withholding Tax Statements
- Filing Federal and Provisional Sales Tax Returns
- Payroll processing for tax purposes
  - Complete Salary Calculation keeping in view the allowances and benefits
  - Calculation & deposit of income tax, provident fund & EOBI
  - Submission of monthly statement for tax deductions u/s 149
  - Salary disbursements
  - Explanation to employees of client regarding the payroll and tax calculations
- Preparation of Current and Deferred tax workings required for finalization of audited accounts
- Preparation of Budget Brief

**EDUCATION**

**CERTIFIED PUBLIC ACCOUNTANT, PAKISTAN**  
2019

**CHARTERED ACCOUNTANTS (CA PAKISTAN)**

- CFAP **2017**
- Certificate in Accounting and Finance **2013**  
(CAF/ CA Intermediate)
- CA Foundation **2010**

**BACHELORS IN COMMERCE**  
HAZARA UNIVERSITY **2016**

**LANGUAGES**

English	██████████
Urdu	██████████

**THE MONAL GROUP– ISLAMABAD, PAKISTAN***Assistant Manager Finance**September 2011 – October 2013***Duties and Responsibilities**

- Daily expense invoices verification
- Payments verification
- Monthly stores closings
- Payroll Audit
- Auditing of daily financial matters
- Dealing the matters relating to Banks and Vendors
- Preparing Bank Reconciliations
- Operating and maintaining Financial Accounting system
- Preparing accounts on monthly basis

**Personal and others**

- Nationality: Pakistan
- DOB: March 25<sup>th</sup>, 1988
- Marital Status: Single
- **Have valid UAE Driving license**