



I am willing to learn new things and constantly improve myself in achieving the organizational goals as well as my objectives.

- To have an opportunity to work as a team in an organization and work in a challenging position that will allow me to Grow.
- To be a successful person in a career ventured, preferably in the management and administration sector.

Skills

Payroll Management

Accounts Receivable

Budgeting & Forecasting

Accounts Payable

Proficiency in Accounting Software

Taxation

Reconciliations

Good Time Management

Advance MS Excel/Word

QuickBooks

Power BI

Dash Board Management

Problem Solving Skills

Education

Institute of Cost & Management
Accountancy of Pakistan (ICMAP)
Chartered Management Accountant
(ICMAP) – Finalist
August 2020

Rawalpindi College Of Commerce
B-COM, Commerce | Wah Cantonment
August 2011

Govt College for Womens
ICS, Any | Wah Cantonment
August 2009

F.G Girls School No.3 Wah Cantt
Matric, Science | Wah Cantonment
July 2007

Professional Experience | 6 Years

Manager Accounts

Metropole Laboratories Pvt Ltd | Islamabad, Pakis...

Nov 2020 – Present

- **Payables Management:** Manage all accounts payable activities for Company, ensures timely payments of vendor invoices and expense vouchers, and maintains accurate records and control reports. Maintains timely contact with employees, vendors, and clients. Verify and investigate discrepancies and issues. Maintaining accurate records of Vendors taxation and much more.
- **Receivables Management:** Manage the collection of payments from clients on behalf of the company. Manage timely and accurate invoicing of customers and the handling of overdue payments according to the company's policies. Negotiate with clients in non-payment cases. Prepare monthly, quarterly, annual and forecasting reports.
- **Taxation & Compliance:** Preparing Monthly/Quarterly withholding Statement. Monthly GST returns, Annual Employer return etc. Filling Income Tax Return of Individuals and assist to tax consultant regarding Company Annual Return. Ensuring that all tax-related filings are compliant with Federal Board of Revenue, and local tax regulations. Advise to clients regarding taxation issues and provide workable solutions within legal bounds.
- **Reconciliations:** Preparing Monthly bank reconciliation Statements. Reconciling Payable and receivable ledgers on monthly basis. Lead, manage and monitor accounting functions.
- **Payroll:** Determining the payroll liabilities. Ensuring all payroll transactions are processed efficiently. Resolving payroll discrepancies.
- **Laboratory Operations Management:** To maintain and oversee the prices offered to different panels associated with laboratory. To perform the audit of the consumption of all kits, reagents and consumables used in the laboratory and present the consolidated data to the top management. Verify the equipment inventory with the back inventory in store and analyses the consumption trends related to the lab need.
- **Others:** EOBi additions/deletions and updating employees online and monthly employee report submission & deposition.
- Prepare detailed accounting reports and summaries for informed decision-making.
- Collaborate with auditors, tax consultants, bankers, and company secretary for audit and statutory compliance.
- Maintain an accurate fixed assets register for effective asset tracking and management.

Taxation Associate

INNEXIV (Private) Limited | Islamabad, Pakistan

May 2018 – Jun 2020

- Prepare and file monthly withholding statements to FBR for advance tax deductions on Goods & Services, Staff Salaries, and Rental Payments.
- File sales tax returns for Supplies and Services to regional tax authorities (Punjab, Sindh, KPK, Baluchistan, and AJK).
- Organize supporting documents for Income Tax and sales tax audits.
- Handle annual income tax returns for individuals and companies.
- Maintain accurate records for Withholding Income Tax & Sales Tax and prepare GST invoices.
- Manage CPR corrections and liaise with RTO for tax-related matters.
- Assist with NTN and company registration in Income Tax and Sales Tax.
- Work on Income Tax and Sales Tax cases and coordinate with relevant authorities.
- Handle tax audit closure for companies and individuals.
- Coordinate with FBR, RTO, Appellate Tribunal authorities, and banks.
- Manage SECP matters for company incorporation and compliance.

Assistant Manager Accounts / Accountant

ACP Group | Islamabad, Pakistan

Sep 2017 – May 2018

- **SECP:** Expert secretarial work, including Form-A, Form-29, and Audited Accounts filing, and related tasks.
- **COSTING:** Precise Costing Sheets preparation, Imports management, LC posting on WEBOC & IRIS.
- **INSURANCE:** Efficient ship shortage claims preparation for imports.
- **ACCOUNTS:** Financials and Accounts preparation, QuickBooks bookkeeping, parties' ledger maintenance.
- **AUDIT:** Seamless support for internal and external auditors, timely completion of audit materials.

Accounts Officer

Newtech pvt ltd | Islamabad, Pakistan

Jul 2016 – Aug 2017

- Prepare Cash & Bank vouchers, Commercial & GST Invoices, Credit Notes. Post general entries for expense and revenue.
- Maintain & update Accounts Receivable & Customers Files. Collection of Bills & checked payments. Reconciliation of parties Ledgers.
- Payment to different suppliers against supplies and for rendering of services after taking into account the relevant necessary controlled documents such as Invoices, Requisitions, Purchase.
- Coordinate & resolve various issues with bank such as cleared Cheque differences, RTGS, pay orders, bank fee, and encashment to online services, Monthly Bank reconciliation statements. Maintenance, handling and recording of daily cash and related transactions

References

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Pakistan State Oil Company Ltd
4664naimal@gmail.com

Functional Areas

Accounts, Finance & Financial Services
Auditing
Costing
Budgeting & Forecasting

Languages

English – Native
Urdu – Native
Arabic – Beginner

Industries

Manufacturing
Information Technology
Healthcare/Hospital/Medical

Hobbies

Dress Designing
Baking
Art
Video Editing