



M TAUSEEF LATIF

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Add: Plot 253-A, Street 06, I-9/2, Islamabad Capital Territory, Pakistan.

Objective

My goal is to become associated with a company where I can utilize my skills, learn and gain further experience while enhancing the company's productivity and reputation.

Academics

ACCA (Member)

Association of Chartered Certified Accountants UK.

Experiences

Recent Experience

Designation: Group Tax Manager

Organization: The Monal Group.

Intro: The Monal Group is a restaurant and theme park chain in Pakistan working in 5 cities and expanding swiftly

From April 2019- to Date.

Responsibilities:

- Responsible for filing annual Income tax returns of the Group.
- Responsible for finalizing Annual Accounts and Provisions of Taxation and Deferred Tax working and other disclosures.
- Responsible for filing Monthly sales tax returns of the Group
- Responsible for filing Quarterly withholding tax statements of the Group.
- Assisting the Finance Department regarding withholding of taxes on payments.
- Ensuring timely and accurate payments of Withholding taxes.
- Correspondence with FBR regarding income/sales tax notices and hearings.
- Filings and hearings of tax Appeals with Commissioner Appeals Inland Revenue.
- Responsible for corporate compliance and correspondence with SECP.
- Filing of Annual SECP Returns and any other documents as necessary.
- Directly reporting to the CEO in the all tax and Corporate matters of the Group.
- Managing payments of Imports of the Group including raw material and fixed assets imports.
- Have good understanding of Enterprise resource planning software (ERP) Oracle, ERP Microsoft Dynamics, Quick Books and other small & medium business based accounting and business management softwares.
- Managing, Monitoring Tax & Regulatory matters of the group business projects.
- Coordinating and facilitating Group CEO & CFO regarding tax and legal compliance matters.

	<p>Designation: Assistant Manager Tax Organization: Askari Guards (Pvt.) Ltd. From April 2017- to March 2019.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for filing of monthly Sales Tax Returns with FBR, PRA, KPRA, SRB & BRA • Assisting finance team in posting of Journal Entries related to tax. • Correspondence with all 5 Authorities for any Notices of Income & Sales Tax • Preparing replies to the notices and attending hearings. • Filing of Annual Income Tax Return and Working relating to deferred taxation. • Filing of Form-A, Form-29, & any other corporate matters with SECP. • Collection of Input Sales tax data from 13 regional offices, allocation of Input sales tax to provincial Sales Tax Returns on credible basis. • Working of Advance Income Tax for obtaining Exemption Certificate. • Facilitating top management with useful reports. <p>Designation: Accounts Officer Organization: Shabbir Edible Oil & Feed Mills (Pvt.) Ltd. From January 2016- March 2017</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Filing of Monthly Sales Tax Returns • Coordination with Manager Accounts. • Tax and regulatory responsibilities. • Advance income tax workings for refund. • Monthly sales tax withheld workings and payments. • Preparation of Bank reconciliation and party reconciliation statements. • Posting of Sales and Purchase entries • Managing petty cash and posting routine expenses • Preparing customers aging reports for timely recovery
Training	<p>3 Months task-based Internship at Deloitte. Presentation Skill Training Course from PAC Lahore (4 Months) Professional Communication skills training from Injazz (ACCA Pak)</p>
Special Skills	<ul style="list-style-type: none"> • Good command on Financial Accounting, Taxation and Cost Accounting. • Computer Literate, Expert in MS Office and Excellent Typing speed above 32 WPM. • Excellent Presentation and Interpersonal skills.
Extra-Curricular Activities	<ul style="list-style-type: none"> • Table Tennis, cricket and book reading.
Personal Information	<p>Languages: English, Urdu, Punjabi, Saraiki. Religion: Islam Marital Status: Married Nationality: Pakistani</p>
References	Available on request.