



ABDUL JALIL SHAH

Address: - Mohallah Bilal Town House No: 1537 G.T.Road,
Khyber Pukhtoonkhwa Peshawar PAKISTAN. Country Code: (0092)
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OBJECTIVE

To obtain a post having responsibility which would suit me according to my qualification and experience because I like responsibilities and enjoy the challenges of new situation.

EXPERIENCE

1- TOP STAR GROUP OF INDUSTRIES (Dec, 1998 to August, 2000)

Industrial Estate Gadoon Amzai. Head Office: Gull Bahar Chowk Bilal Town.

(Nylon Carpet, sticking solution & thinner oil manufacturing Industries).

Finance Manager.

➤ **Taxation**

- Sales Tax
 - Monthly Sales Tax Planning
 - Monthly Sales Tax Return Filing
 - Monthly Sales, Purchases and other required record keeping
 - Monthly Finance Book Keeping as per Govt of Pakistan Rules
- Income Tax
 - Annual Financial Statement
 - Annual Profit & Loss Accounts
 - Monthly & Quarterly Withholding Statement Filing U/s 165 of Income Tax Act, 2001.
 - Monthly Withholding Statement filing u/s 149 (salaries) of Income Tax Act, 2001
 - Monthly basis withholding of Income Tax u/s 152,154, 153, 236 etc. of Income Tax Act, 2001.

Finance :

- Maintain all Sales Tax Record & Books (Book Keeping) Voucher to Balance Sheet.
- Fixed Assets Record

- Daily Expenses Record and controlling
- All other record keeping (ledgers and others) as per requirements.
- Import & Export record (Sales Tax Invoice, Certificate of Origin, GD of Import or export etc.

2- UNIOCOM RUBBER PRODUCTS (PVT) LTD. (September, 2000 To June, 19 2009)

Industrial Estate Plot No: w-46 Jamrud Road Hayatabad Peshawar.

(Nylon Carpet Manufacturing Factory).

General Manager (2000- June 19, 2009)

- Marketing & Sales supervision
- Procurement Supervision
- Annual & Monthly Planning
- **Export & Import**
 - Prepare full set of Documents i.e. Form-E , Certificate of Origin & Records (Sales Tax Invoices, Commercial Invoice, Packing List Etc.
 - L/Cs Opening, Import Clearance etc.
- **Taxation**
 - Sales Tax
 - Monthly Sales Tax Planning
 - Monthly Sales Tax Return Filing
 - Monthly Sales, Purchases and other required record keeping
 - Monthly Finance Book Keeping as per Govt of Pakistan Rules
 - Sales Tax Refund Claim & Processing u/s 10 & 66 of Sales Tax Act, 1990. (FASTER & ERS RCPS)
 - Income Tax
 - Annual Financial Statement
 - Annual Profit & Loss Accounts
 - Monthly & Quarterly Withholding Statement Filing U/s 165 of Income Tax Act, 2001.
 - Monthly Withholding Statement filing u/s 149 (salaries) of Income Tax Act, 2001
 - Monthly basis withholding of Income Tax u/s 152,154, 153, 236 etc. of Income Tax Act, 2001.
 - Income Tax Refund Claim & Processing u/s 170 of Income Tax 2001.

3- **ZRK GROUP** (20 June,2009 -Till Dated)

Industrial Estate Plot No: w-16, 17 Jamrud Road Hayatabad Peshawar.

(Chipboard, Lamination Chipboard, MDF, LMDF and Veen board and Pressing Manufacturing Industries).

DGM TAXATION

- ❖ **Annual Financial Planning**
- ❖ **Annual Financial Statement**

- **Export & Import**
- **Taxation**
- **All the Sales Tax & Income Tax matters i.e. Financial, Audits, Refunds, withholding (u/s 149, 152, 153, 154, 236 etc.) , Withholding Statements (u/s 165, 149, 147 etc.)**
- **Customs matters (Imports, DTRE, EFS etc.)**

Work Experience (23 Years).

ACADEMIC QUALIFICATIONS.

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|------------------------------|--|
| ➤ M.B.A (Finance) | City University Peshawar. |
| ➤ B.A (Law, Islamic Studies) | University of Peshawar. |
| ➤ F.Sc (Pre.Engineering) | Govt. College Peshawar. |
| ➤ S.S.C | Govt. Technical Higher Secondary School. |

COMPUTER LITERACY

- **MS-Office (Excel, Word, Power Point)**
 - **Hardware**
 - **Net Working**
 - **Internet Browsing/ Exploring.**
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LANGUAGES

- Urdu
- Pashto
- English

HOBBIES

- Reading Books
- Internet
- Travelling
- Exercise (Watching Games)

PERSONAL PROFILE

Father Name:	Abdur Rauf Shah
Date of Birth:	March 15, 1980
Domicile:	Peshawar
C.NIC:	17301-9101269-1
Religion:	Islam
Mother Tongue:	Pashto.
Marital Status:	Married
