

AQSA QAISER

SEEKING ACCOUNTS, FINANCE & AUDIT POSITION

PROFILE

Highly skilled and results-driven Professional Accountant with 5.5 years of experience in diverse areas related to Financial Accounting & Reporting, Corporate Laws, Taxation, and Business Activities

CONTACT

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LinkedIn
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ADDRESS

Multan Pakistan.

PROFESSIONAL TRAININGS

- Presentation Skills Training Course – 01 prescribed by ICAP, 100 hours, from SKANS School of Accountancy Multan, Pakistan.
- Professional Values, Ethics and Attitude Course by ICAP.

PROFESSIONAL DEVELOPMENT

- Workshop on IFRS by ICAP-2022

WORK EXPERIENCE

FAISAL MOVERS

Assistant Manager Taxation

1st October 2022 to Date

- Faisal Movers operates in Transport & Logistics
- Ensure tax law compliance, timely tax returns, and manage audits.
- Prepare all tax documents in regular basis and handle all information data requests.
- Developed and implemented corrective actions to bring business payments & receipts in line with taxation principles.
- Monthly bank reconciliation for reporting and payment plans.
- Preparation of financial statements, analyzing financial data, and ensuring adherence to accounting principles and standards.
- Prepared annual reports on leasing, taxes, and insurance for company vehicles, ensuring compliance and efficiency while maintaining organized records.
- Annual filing of forms with SECP.
- Preparation of other reports as required by Manager.

DISTRICT 92 MARKETING & DEVELOPERS (PRIVATE) LIMITED

Senior Accountant

5th August to 30th September 2022

District 92 operates in Real Estate activities.

- Managed bookkeeping and maintained comprehensive records.
- Preparation & Finalization of Trial balance, Financial Statements, Reports, and forecasts for the business to ensure financial stability.
- Analysis and review of detailed profit and loss accounts with narrative against prior months & year.
- Ensure that fixed assets are capitalized, depreciated, revalued and disposed of as per IAS 16.
- Monthly bank reconciliation for reporting and payment plans.
- Cash management, control petty cash.
- Coordinate and complete annual audits. Establish and maintain fiscal files and records to document transactions.
- Responsible for preparing and processing payroll in a timely manner.
- Manage and coordinate tax audits and tax compliance.
- Responsible for Withholding taxes and submission to FBR.
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WAQAS & CO CHARTERED ACCOUNTANTS MULTAN (CA TRAINEE)

2 March, 2020 To 12 June, 2021

Chartered Accountant Firm

PERSONAL DETAIL

Father Name: Qaiser Muhammad
Ramzan Malik
Marital Status: Single
Languages: English, Urdu
Interests: Traveling, Reading
Nationality: Pakistani

COMPUTER PROFICIENCY

- Appex Oracle
- Corbis Sof ERP
- Microsoft Office Advanced
- Quick Books
- Bookkeeper
- IRIS
- IPO
- SECP E Services

SKILLS

- Preparation of Financial Statements
- Budget Preparation
- Book Keeping
- Bank Reconciliation
- Sale Tax Return Filling & Withholding Tax
- Internal Audit
- Communication Skills
- Adapt easily to new concepts
- Confident and self-motivated
- Adapt Easily to New Concepts

- Filling of Income Tax Returns of Individuals, AOPs & Corporate Entities.
- Assist in replying to Income tax notices.
- Assist in submission of Withholding Statements.
- Review, preparation, compilation and presentation of Financial Statements in accordance with the reporting framework comprising of International Financial Reporting Standards (IFRS) and applicable
- local laws.
- Filling of statutory forms and registration of companies with SECP.

ASHIQ AAMER SATTAR & COMPANY CHARTERED ACCOUNTS (CA TRAINEE)

13 December, 2017 To 1 March, 2020

Chartered Accountant Firm

- Registration and Incorporation of companies with SECP in accordance with companies Act 2017.
- Filled Annual Returns of companies, Forms for change of Directors, Shareholders, Appointment and Reappointment of Auditors and Transfer of shares and all related forms filling with SECP in accordance with Companies Act 2017.
- Trade Mark Registration with IPO.
- Prepared audit reports and routine forms, document audit work and complete reconciliations and adjustments.
- Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
- Bookkeeping and Bank Reconciliations.
- Preparation of Financial Statements in accordance with IFRS and preparations of Financial Projections.
- Assisting the company in preparation of annual income tax return and filing the same with the tax authorities in Pakistan.
- Filling and review of monthly sales tax and withholding tax returns under Sales Tax Act, 1990.

EDUCATION

Chartered Accountancy

CA Inter (ICAP)
2013 - 2017

Bachelor of Commerce

Bahauddin Zakariya University
2020 - 2022

Higher Secondary Education

FSC (Pre Medical)
2010 - 2012