

ARSALAN JAVED

Senior Associate -I Taxation and Legal Services

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PROFESSIONAL SUMMARY

An extremely motivated and focused consultant with five years' experience in tax. A broad and comprehensive knowledge of tax procedures and a keen eye for detail leads to fluid and in turn client satisfaction. A positive and forward thinking attitude combined with a calm, professional demeanor delivers detailed and accurate results.

COMPETENCIES

- Monthly Income tax Withholding Statement
- Provincial sales tax on services return
- Income tax return (Individual & Companies)
- Strong knowledge of Income tax and sales tax
- Flexible, adaptable and willing to go the extra mile
- Client focused
- Creative, capable of taking decisions and solving problems effectively, analyzing, coordinating, negotiating & organizing activities.
- Can lead the team in the absence of Team Leader and train new peers.
- Excellent decision making ability with strong interpersonal skills and positive work ethic.
- Hardworking, trustworthy and dedicated.
- Strong leadership and interpersonal skills.
- Able to work under pressures and meet dead lines.
- Ability to make quick decisions with limited information.

IT KNOWLEDGE

- Proficient in MS Office
- Internet, emailing and other related apps

QUALIFICATION

- M.com (Finance) (HAZARA UNIVERSITY PAKISTAN)
- B.com (G.C.C.M.S ABBOTTABAD)
- D.COM (G.C.C.M.S ABBOTTABAD, BTE PESHAWER)
- SSC (G.H.S SHERWAN)

PROFESSIONAL EXPERIENCE

- **A. F FERGUSON & CO**
Chartered Accountant:
5 years working as Tax Senior Since October 2, 2017 till date

Responsibilities

- ✓ Coordinated monthly payroll
- ✓ Preparing and submitting monthly withholding statement
- ✓ Preparing and submitting monthly Federal/ Provincial sales tax return
- ✓ Assisting in Immigration services(BOI & MOI)
- ✓ Trademark and patent registration
- ✓ Assisting in Secretarial services
- ✓ Visiting tax office.
- ✓ Obtaining National Tax Number and Sales Tax registration
- ✓ Assisting in FBR related matters

Personal Information

- **Father's Name** Muhammad javed
- **CNIC No.** 13101-5711658-9
- **Date of Birth** 17 March 1990
- **Cell No.** +92 343 8905701
- **Marital Status** Married
- **Temporary Address** Royal Apartments, G 12, Islamabad
- **Permanent address** Village Takia hall, Post Office Sherwan, Tehsil and District Abbottabad.

LANGUAGES

- | | <u>Writing</u> | <u>listening</u> | <u>Speaking</u> |
|-----------|----------------|------------------|-----------------|
| • English | Moderate | Intermediate | Proficient |
| • Urdu | Proficient | Proficient | Proficient |
| • Punjabi | Intermediate | Proficient | Proficient |

REFERENCE

Can be provided, if required.