

ASADULLAH KHAN



District Nowshera Tehsil
Pabbi, Village Chowki
Mumraiz .



+92 318 5467716



Asadasc639@gmail.com

SKILLS

- Teamwork and Collaboration
- Ability to multitask and prioritize daily workload
- Problem solving Skills
- Working Under Pressure
- Excellent Communication Skills
- Proficient in Accounting Software Quick Book
- Proficient in MS- Excel, Word & PowerPoint
- Excellent administration and computer skills.
- Basic and technical operating system skills

PROFESSIONAL EXPERIENCE

January 2022 – Till Date

Trainee | A Salam Jan & Co | Chartered Accountant | Peshawar

Tax Assistant

- Assisted in the Filling of Sales Tax and Income tax returns (Individual & Corporates). Prepare salary, utility bills, sales, Goods Declaration, and other schedules for tax purposes. Prepare Bank summaries and identify account heads for tax purposes. Prepare tax computation and wealth statements of clients. Withholding Tax Statement preparation and submission.
- Payroll working for employees including final settlement, leave encashment working.
- Reply of different notices to government authorities relating to taxation under the supervision of senior management guidelines and instructions.

Financial Reporting

- Assisted in the Preparation of Annual Financial Statements including Balance Sheet, P&L, Cash Flow Statement & other notes to A/c's.
- Maintained general ledger for accuracy and balance sheet analysis. Skillfully utilize accounting software to maintain accurate records of transactions.

Audit Associates

- Performed External Audit, Internal Audit and Tax Audit of various assignments as team member in corporate sector.
- Employ audit software to review and compile financial information to resolve client issues discovered during the audit.
- Plan and execute operational audits under different statues, of various business areas of the client using risk-based audit methodology.
- Preparation of Management letters to highlight the discrepancies found in internal control system of client entity in various audit assignments.

Administrative Assistant

- Managed incoming and outgoing correspondence, including emails and phone calls.
- Organized and maintained filing systems for a variety of documents.
- Data entry and other administrative tasks as required.
- Managed incoming and outgoing correspondence, including

Languages

✓ *English*

✓ *Urdu*

✓ *Pashto*

emails and phone calls.

- Organized and maintained filing systems for a variety of documents.
- Data entry and other administrative tasks as required.

ACADEMIC QUALIFICATION

B.S COMMERCE (Accounting & Finance)

Government College of Management Sciences,
University of Peshawar.
2020 to 2024

DIPLOMA IN COMMERCE

Government College of Commerce & Management Sciences
Peshawar
2018 to 2020

METRICULATION

Government High School Pabbi BISE Mardan
May 2016 to June 2018

DIT (Diploma in Information Technology)

Neelab institute of science and technology Pabbi
Nowshera
2021