

ADEEL AKHTAR

House No. A-222, Block 15, Gulistan-e-Johar, Karachi.

Phone number: +92 3219292829

Email: hussainadeelakhtar@gmail.com

LinkedIn: www.linkedin.com/in/adeel-akhtar2023

PROFESSIONAL SUMMARY

Extremely knowledgeable and analytical Tax Specialist has excellent accounting and tax skills and the ability to effectively audit tax information. Has superior accounting skills and thorough knowledge of all tax laws, regulations, and current updates. Possesses Many Certifications in Tax and more than 15 years of Tax Specialist experience.

WORK EXPERIENCE

Hasnain Tanweer Associates (Pvt.) Ltd.

September 2006 to date



Manager Tax & Reporting

July 2019 to date

Responsibilities:

- Oversee the entire finance department, managing a team of 4 professionals.
- Conducted comprehensive review of all tax computations, e-filing and ensuring accurate and timely filing of all tax returns and forms minimized errors and penalties while maintaining compliance with regulatory requirements.
- Streamlined income tax audit process by effectively coordinating with tax consultants, preparing comprehensive reconciliations and necessary documentation; facilitated seamless monitoring of withholding taxes and ensured compliance with regulatory requirements.
- Ensuring that the company complies with all the provisions of Income tax Ordinance and Sales Tax Act.
- Liaisoning with the Tax consultant on various cases of the company under hearing at Income Tax department;
- Expertly compute quarterly advance tax liability according to the Income Tax Ordinance, 2001, maintaining strict compliance timelines.
- Prepare and submit requisite documentations for obtaining exemption certificate and expertly handle e-filing of exemption application
- Proficiently file Income Tax Refund applications with meticulous documentary evidences
- Diligently review all Provincial Sales tax on services return (FBR, SRB, PRA, KPRA & BRA) and manage their payments
- Train and supervises sub-ordinate staff, review and evaluate their work Provide leadership with respect to tax planning, compliance and controls
- Monitor and mitigate identified taxation risks for Co. assess their impact and provide recommendations to Senior Management Team.
- Manage and maintain the relationships with the tax authorities.

- Stayed up-to-date with current laws and regulations and Share taxation knowledge within the Co. and tax training where appropriate.

Major Achievements:

- Actively participated with Ex Attorney General of Pakistan Barrister Khalid Jawed Khan to obtaining favorable decision against FBR from SHC on withholding Tax
- Obtain favourable decision against SRB from SHC for Sales Tax
- Obtain favourable Tribunal Decision on Income Tax Refund
- Completed Many Tax Audits & WHT Monitoring Successfully
- Awarded Best Participant for Certificate of Tax Management Course Batch 5

Manager Accounts

September 2006 to June 2019

Responsibilities:

- Implementing the accounting policies for recording, summarizing and reporting of financial transactions. Safeguard of business assets through effective accounting controls and use of accounting information for decision making.

Roles

- Prepare monthly financial statements and other reports as required for the financial analysis and for decision making & also ensure accurate year end close.
- Reviews investigate and rectify errors in financial entries, documents and reports.
- Financial audit preparation and coordinate the audit process with external auditors in completing audits & resolve discrepancies in final accounts
- Lead the Accounts department by delegating tasks to ensure that the practices adopted are in line with the company policies & standardized accounting principles moreover monitor and control department performance, responding to staff inquiries and recommend corrective actions as necessary
- Monitor Group Health & Life insurance policy for our staff.
- Prepare staff payroll and calculate deductions of withholding tax, contributions and ensure all staff are paid on a timely and accurate basis
- Procurement of New Motor Vehicles, Leasing, Registrations, tax Payments and related matters.
- Execute Motor Vehicle Insurance at lowest possible premiums, installation of tracking devices, claim / loss reporting, repairs & maintenance
- Purchasing of capital expenditures & negotiate with all supplier of goods & services in order to obtain best possible least prices
- Monitor & control the purchasing system, invoicing and payment & handle different issues

A A Baig & Co., Chartered Accountants

Audit Senior

February 2004 to February 2005



Responsibilities:

- Job supervision, including close liaison with client's management;
- Assisting clients in preparation of Financial Statements in accordance with the financial reporting framework applicable in Pakistan which includes compliance with local corporate laws and directives of regulatory authorities;
- Designing and performing substantive tests including analytical reviews
- Evaluating internal control systems, identifying control weaknesses and making appropriate recommendations to the management; and
- On-job assistance and professional development of other audit staff.

Major Achievements:

- During my tenure at A A Baig & Co. - Chartered Accountants, I have been involved in various statutory audits, limited scope reviews and financial accounting and reporting assignments of a diversified portfolio of clients. My key engagements included Suzuki Motor Cycles Pakistan (Ltd.), Hospital Supply Corporation, Efrotech Services, Ehtesham Process etc.

EDUCATION

Association of Chartered Certified Accountants (ACCA)

Part Qualified (2004)

Bachelors in Commerce

University of Karachi. (2002)

TRAINING AND CERTIFICATIONS

- Attended six months Certificate of Tax Management Course at 'ICAP'.
- Participated Series of Workshops on "Sales Tax Law" held at KATI.
- Attended Workshop on E-filing and Refund of Sales Tax Law at Beach Luxury Hotel.
- Participated Yoga Training Course Conducted by Certified Yoga Masters.

ACHIEVEMENTS AND PARTICIPATIONS

Received as Best Participant for Level 4 Certificate of Tax Management Course - Batch 5 from 29 Dec, 2018 to 29 June 2019 (67.5 CPD Hours) at ICAP organized by Tax Excellences Services Owned by Mr. Asif Kasbati (Former Director Tax Services at A. F. Ferguson & Co.)

KEY SKILLS

- Proficient in Sage 300, Odoo, Microsoft Office, Peachtree Accounting Software.
- Excellent communication, leadership skills, management, presentation skills, marketing and interpersonal skills.
- Stayed up-to-date with current laws and regulations and resolved any problematic issues.
- Can speak Chinese and Arabic also.

References to be furnished as required