


Fakhar Alam

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Career Objectives:

To work in such a cerebral and congenial environment where I can groom and utilize my innovative, dedicated and dynamic skills and potentials for the development and welfare of humanity



Academic Qualification:

- B.Com from university of Peshawar
- D.Com from Technical Board Peshawar
- S.S.C from B.I.S.E Peshawar



Professional Experience:

- 14 months' experience in Bakar Tally Chartered Accountancy Firm Peshawar Pakistan
(As an auditor trainee student)

Job # 1

- **Haidery Ply wood industries (Pvt) Ltd.**

Location: Hattar-KPK

Designation: Accountant

Responsibilities included:

- Ledger with Cash and Bank books
- Sales tax Challan and Return submitted
- Monitoring of withholding income tax
- payment vs purchases reporting and party reconciliation
- GRN entries and entries
- E.O.B.I and E.S.S.I online submitted
- Stock Register
- Reconciliation of Bank Statements monthly, quarterly and yearly
- Prepare voucher and cash memos and posted to software
- Monthly Payrolls

Job # 2

- **Haidery Boards**

Location: Hattar-KPK

Designation: Accountant

Responsibilities included:

- Ledger with Cash and Bank books
- Sales tax Challan and Return submitted
- Monitoring of withholding income tax
- payment vs purchases reporting and party reconciliation
- GRN entries and entries
- E.O.B.I and E.S.S.I online submitted
- Reconciliation of Bank Statements monthly, quarterly and yearly

Job # 3

- **Khan Match (Pvt) Limited**

Location: Peshawar-KPK

Designation: Senior Accountant

Responsibilities included:

- Sales tax Challan and Return submitted
- Monitoring of withholding income tax
- Preparation of monthly financial report
- Reconciliation of Bank statements
- To posting of vouchers in accounting software on daily basis
- Profit & Loss Accounting Managing
- Checking Book Keeping
- Finalization of Annual Audit Report

Job # 4

- **Shiraz Ud Din Group of Industries (Deans Industries- Peshawar International Marketing Company & Zamoung Textile Company)**

Location: Peshawar-KPK

Designation: Assistant Finance Manager

Responsibilities included:

- Fully Operating of Sales Tax Returns with FBR
- Monitoring of withholding income tax
- Maintaining Sales Tax Record Sales /Purchases and obligatory payments Under Section 73 of the sales tax act.
- Reconciliation of Bank statements
- Preparing Reporting for Profit & Loss to the Managements
- Checking Book Keeping
- Finalization of Annual Audit Report
- Preparing Export Documentation to Afghanistan & China.

Personal Information:

- Father's Name : Hazrat Noor Late
- Date of Birth : 10 Jan 1987
- Nationality : Pakistani
- Marital Status : Married
- Religion: Islam

Skills/Abilities:

- **Having soft hand over Usage of Quick Book tools.**
- Full Knowledge M.S.K Software
- Sound Knowledge of Taxation, Tax files management and Policies
- Fully computer literate with sound knowledge of Ms Excel and application of accountancy formula's
- Support and coordinate with Administration, Program Coordinators on administrative and extra-curricular activities.
- Good Public Relation
- Conflict resolution

Languages:

- English Fluent (Written+ Spoken)
- Urdu Fluent (Written +Spoken)
- Pashto (Mother Tongue)

References

-  **Fazal Abbas**
-  **Fawad Jan**
-  **Muzaffar**

(Contact details available upon Demand)