

Marzia Iftikhar

Contact

Phone: 0303-0054517

Email: marziaiftikhar2@gmail.com

Address: House No. 24 B, Aurangzeb Block, New Garden Town Lahore.

Personal Information:

Father's Name: Malik Iftikhar Ahmed

Date of Birth: December 01,1995

Marital status: Single

Nationality: Pakistani

Experience:

Accounts & Taxation department of Technocrats Construction

Audit Assurance& Corporate departments of :

•Taiyab Shahid& Co.

Manager

(01 January 2019 -31 October 2022)

Skills:

- Audit & Assurance.
- Taxation Matters
- Corporate Filings
- Internal Audit & Risk assessment.
- Internal Controls assessment.
- Quick learner, highly adaptable and ambitious

Personal Skills:

- Teamwork
- Adaptability
- Punctuality
- Attention to detail

Objective

Seeking to work in a committed organization having a positive workplace culture and adequate learning opportunities.

Academic Qualification

	Majors	Board/University	Year Of Passing	Academic Institute
CA Finalist		Institute of Chartered Accountants of Pakistan		
Bachelors In Commerce	B. Com (I.T)	Punjab University	2019	University Of Punjab
Intermediate	Fsc	Sargodha Board	2013	Superior College
Matriculation	Science Group (Biology)	Rawalpindi Board	2011	Siqarah Girls High School

Experience

***Technocrats Construction
(Accounts & Finance Department)
November 2022 till Now***

***Taiyab Shahid & Co- Manager (Tax
& Corporate Manager) January 2019
to 31 October 2022***

I am presently working as a Manager of Accounts & taxation Department in Technocrats Construction. My experience in this firm has enabled me to develop a comprehensive understanding of the competitive and regulatory environments of diversified industries, key business processes, tax and accounting and internal control systems at several organizations.

Responsibilities include as:

- ❖ Maintaining accounting records and preparation of financial statements of bookkeeping clients.
- ❖ Maintain the highest technical and professional standard.
- ❖ I have considerable knowledge regarding incorporation, Filling of statutory statement as required by the companies Act 2017 and other prevailing laws, Dealing with corporate advices and other Secretarial matters.
- ❖ Preparation and filing of annual income tax returns and statement of final taxation for companies, NGOs, firms and individuals for their local and foreign operations.
- ❖ Preparation and filing of monthly sales tax returns and Withholding Income tax statement under section 165.
- ❖ Takes a leadership role in professional, business or community organizations.
- ❖ Carry out practice management activities e.g., resourcing client billing etc.
- ❖ Ensuring timely, completion and submission of key deliverables to the client within agreed deadline.
- ❖ Establishing positive working environment by building solid relationships with team members, clients and other stakeholders.
- ❖ Experience of preparing financial statements in accordance with International Financial Reporting Standards (IFRSs) and International Accounting Standards (IASs).

Reference

Reference will be furnished on demand.