

MUHAMMAD JAWAD



Permanent Add: House # 1073 Asia Gate Inside Bazar Bahadur Shah,
Near Muhammadi Masjid Peshawar.

Post / Mailing Add: A. Salam Jan & Co **Chartered Accountant**
4th Floor FC Trust Building — Pakistan, Peshawar.

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Cell No: 0332-4232007 / 0316-9600209

Nationality: Pakistani, Peshawar

Status: Single

Age: 25

Career Objective

Looking for a position in a reputable industry to work in a highly motivating and challenging environment that provides me the best opportunities to enhance and develop my skills to work as a part of a team as well as in individual capacity with aim of achieving the organization goals in short term and long term.

Dedicated to continuous improvement and building career foundation. Offers strong administrative, time management and multitasking skills.

Skilled in helping modernize workplaces and maintaining high levels of organization. Resourceful and personable with excellent multitasking abilities.

Energetic Intern skilled in managing wide range of clerical tasks. Expertise in distributing mail, stocking supplies and filing records. Recognized for high accuracy and delivering consistent, first- rate assistance.

Analytical Operations Specialist with sound knowledge of identifying and leading efficiency and cost-saving initiatives. Adapts and remains flexible while managing multiple tasks at once.

Exceptional understanding of improvement plans and QuickBooks.

Education

Qualification	University/Board	Passing Year
BBA [Hons]	Government College Management Science-	6th Semester Clear [02Remaining]
PIPFA	Pakistan Institute of Public Finance Accountant [In Progress]	In Progress
FSC [Pre-Eng.]	The Muslim School for Boys and Girls City Campus, Peshawar	2017
S.S.C [Science]	Superior Model School and Iqra Academy, Peshawar (BISEP)	2015

Work Experience:

1. A. Salam Jan & Co. [Chartered Accountant] — Pakistan, Peshawar.

Designation: Associate Trainee [Jan/2020 to till Here].

- Ability to multitask and prioritize daily workload.
- Managing databases and filing systems.
- Ability to manage internal and external correspondence.
- Excellent administration and computer skills.
- Possess excellent administration and communication skills.
- Willingness to carry out administrative tasks.
- 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 under senior management supervision.
- Prepare replies to FBR notices of clients' cases as per senior management guidelines and instructions.

2. Tribal Batteries [Head Office]. — Pakistan, Peshawar.
Designation: Internal Auditor [Jan/2023 to Mar/2023].

- The Terms of Reference (ToR) describes the framework within which the Internal Audit Service is delivered. It is intended to act as a guide for directors and staff to understand the scope of work and assistance internal audit team will be extending throughout the audit.
- Review of procedure over sales order processing, physical dispatch of goods and matching of gate passes, sales order, sale invoices, dispatch note and remittance record.
- Review of procedure for invoicing, receipts from customers and verification of the of invoices and receipts from customers.
- Review of procedure of sending periodic customer statements to customers and follow up for chasing payment.
- Review of account receivables reconciliation statement for authenticity, accuracy and reliability.
- Review of procedure for purchase order preparation and approval, physical receipts of goods and matching of gate passes, purchase order, supplier's invoices, supplier's dispatch note and payment record.
- Verify the receipts of goods from suppliers.
- Review of procedure for suppliers record updation and payment to supplier and verification of the of suppliers' balances.
- Review of procedure for analyzing periodic supplier's statements
- Review the account payables reconciliation statement for authenticity, accuracy and reliability.
- Review of inventory management system
- Periodic surprise stock count of selected items on regular basis and follow up
- Review of automatic inventory valuation based on quantitative record available in the software and its authenticity.

3. Combine Military Hospital. [CMH]
Designation: Computer Operator / Record Keeper. [Feb/2022 to Sep/2022].

- Data Entry Operator [DEO].

4. R-Sheen Fashion Paradise — Pakistan, Peshawar.
Designation: Internal Audit Assistant. [Feb/2018 to March/2019]

- Prepared audit reports and financial statements to present findings and recommend corrective actions.
- Reported audit findings and made recommendations for correction of unsatisfactory conditions, improvements in operation and reductions in cost.

5. R-Sheen Fashion Paradise — Pakistan, Peshawar.
Designation: Computer Operator. [Feb/2016 to Jan/2018]

- Identified, corrected and reported data entry errors. Proofread documents and edited materials to correct grammar and spelling mistakes.
- Identified and corrected data entry errors to prevent duplication across systems.

TAXATION EXPERIENCE:

In the Tax department I performed the following tasks:

- Applying and getting National Tax Number (NTN Number).
- Computation as well as filing of annual Income tax returns and wealth statements.
- Facilitating in preparing and processing PSID as well as CPRS for all tax payments.
- Salary withholding tax calculations under section 149.
- Final settlement calculation for employees leaving the organization.
- To verify NTN from different sources.
- Tax Opinion, however with a person has service provide or goods provide.

AUDIT & ASSURANCE:

Performed External audit of different clients such as:

- Frontier Security Services (Pvt) Ltd.
- Hamdard Laboratory Waqf Pakistan. [HLWP]
- Asim Match (Pvt) Ltd.
- Tribal Batteries [Peshawar Head Office]

OTHER ASSIGNMENTS:

- Tax Notices replies
- Working with colleagues on preparation of Financial Statements of different clients.
- Bookkeeping in QuickBooks.

IT Skills

- MS. Excel, MS. Word and MS. Presentation.
- Quick Books.
- FBR Portal.
- Khyber Pakhtunkhwa Revenue Authority Portal (KPRA).
- Excel (Formatting, Pivot Table, Payroll, Attendance, Personal & Business Budget ...etc.)

Other Skills

- Self-Motivated
- Decision Making
- Computer Skills

Hobbies

- Badminton
- Reading Books (Tariq Ismail Sagar)