



Salman Ahmed

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Behind Masjid-e-Abbas
University of Peshawar

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OBJECTIVES

I am a punctual person who knows what is the value of time . My very own policy includes to be honest, to work hard and to give one hundred percent in any task . I have a very curious mind and I am always open to accept new challenges, ideas , tasks , thoughts and knowledge . I don't consider myself as a person who knows everything but as a person who knows something and who is ready to learn anything from anyone.

EDUCATION

Matriculation (Science)	2012 — 2014
Army Public School & Collage Attock	
Intermediate (Pre-Engineering)	2014 — 2016
Army Public School & Collage Attock	
BBA (Hons) Finance	2017 — 2021
University of Agriculture Peshawar	

WORK EXPERIENCE

E-Office	20-Nov-2019 — Present
Tax Consultant/Accountant	
<ul style="list-style-type: none">■ Provided taxation consultancy and explained the intricacies of tax laws to business and individual clients.■ Filling Tax Returns/Wealth Statements.■ Issue STRN Number & Filling Monthly Returns.■ Issuing PSW(Pakistan Single Window)/WEBOC for (Import/Export).■ Filling KPRA Returns. Registration of Companies. Assisted clients with IRS Notices.■ Manage and Maintain all aspects of daily account reconciliation.■ Performed general office duties and administrative tasks.■ Managed the internal and external work in office.	
NBP (Natal Bank of Pakistan)	8-Sep-2019 — 11-Oct-2019
Internee	
<ul style="list-style-type: none">■ Preparing of files and maintaining records and documentation.■ Utility Bills.■ Remittances.■ Customers Biometric Verification.	

SKILLS

- Documentation Skills.

- Equipment Maintenance.
- Punctual. Communication Skills.
- Management.
- Customer Service.
- Presentation Skills.
- MS Office.
- Collaboration and Teamwork.

INTERESTS

Music, Traveling, Driving, Photography.

LANGUAGES

Urdu, English, Pashto.

MEMBERSHIP IN SOCIETIES

- Working as a volunteer in Helping Hands Society.
- Working as a volunteer in Act of Kindness.
- Working as a Organizer in Zavia Society Agriculture University.