

SALMAN QAISAR

Date of Birth: 15-February-1996 *Age:* 27 Years

Address: Saidpur Village Islamabad, PK

Contact: (92-313) 9839320

Email(s): salman.qaisarfcma@gmail.com



Objective: To lead the organization being strategic partner of top management team of organization.

Education

Professional Certification ACMA

Education B.Com

Work Experience

Organization : **Premier Group of Companies**

Organization Type : Manufacturing

Designation : Assistant Manager Tax

Tenure : March 2023 to date

Location : Islamabad, Pakistan

Area(s) of Experience: Taxation

Reporting to : Assistant General Manager Tax

Span of Control : 2 staff

Brief Job Description:

- Input invoices into the WEOC/PSW system for documentations and compliances.
- Preparation & submission of documents for DTRE/EFS applications and audits to Custom authority.
- Assist in preparation of current and deferred tax working and record monthly provisions.
- Filing of monthly, quarterly and annually tax returns and statements (income and sale tax both) for federal and provincial tax authorities.
- Preparation and timely submission of advance tax workings and payments.
- Preparation & submission compliance of notices/audit/orders issued by federal or provincial tax authorities within stringent deadline of notices/orders.
- Assist tax consultants in contesting appeals before Commissioner Inland Revenue (Appeal), Appellate Tribunal and honorable courts in Pakistan.

Organization : **Safety and Security Services (Private) Limited.**
 Organization Type : Service
 Designation : Assistant Manager Accounts & Tax
 Tenure : March 2022-March 2023
 Location : Rawalpindi, Pakistan
 Area(s) of Experience: Accounting & Tax
 Reporting to : General Manager Finance
 Span of Control : 4 staff

Brief Job Description:

- Assist in preparation of financial statements, budgeting and internal audit.
- Creating, sending invoices, statements and follow up with clients.
- Manage payroll process system, including salary disbursement, tax calculation and payroll reconciliation.
- Monitoring invoicing, payment and recovery;
- Liaison with banks and handling all banking matters;
- Managed account receivable, account payable, collections and cheque/payments processing.
- Maintain Company ledgers, record of payments, receipts and update customer and supplier information.
- Preparation and filing of income tax returns, withholding statements and sales tax return federal and provincial.

Internship Experience

- 1. Organization : Nafees Ahmed & Co.**
 Organization Type : Consultancy Firm
 Designation : Trainee / Intern
 Tenure : September 2021 to February 2022
- 2. Organization : Business lines (Private) Limited**
 Organization Type : Consultancy Firm
 Designation : Trainee / Intern
 Tenure : April 2021 to September 2021

Professional Certification & Academic Education *(most recent on the top)*

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	ACMA	ICMAP	Management Accounting	2023
2	B.Com	AIOU Islamabad	Commerce	2020
3	FCS	BISE Mardan	Computer Science	2014

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Word Processing	Good	Currently Using
2	Soft Presentation	Average	Currently Using
3	Outlook Express	Average	Currently Using
4	Spread Sheet	Good	Currently Using
5	Quick Book	Good	Currently Using
6	Cloud ERP	Good	Currently Using

Remarkable Achievements & Awards/Certificates

Sr.	Description of Activities	Organize By
1	One Day Training Program on “Mastering Microsoft Power BI”	ICMAP
2	One Day Theme Specific Training Program “Cost Management for SMEs”	SMEDA

Personal Information

Domicile : Swabi, KPK
Marital Status : Unmarried
CNIC No. : 16202-6789545-1

(Reference will be provided, when needed)