

SAJID KHAN



House # 148, sector 32/c, Korangi 1 ½, Karachi



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SUMMARY:

Currently working as **Lead Taxation and Account**, able to perform multi scheduled task and having strong grip on Accounting standards – **implemented IFRS 16**. Member of in-house oracle Cloud, Moreover, Handling all tax authorities matters consisting of **direct and indirect taxes** in addition to this reporting monthly accounts position to parent Company. Having 6 years experience in Audit and completed articleship from QCR rated firm.

CORE COMPETENCIES:

- Accounting and Financial Audits
- IFRS & IAS Compliance
- Analytical Ability
- Financial Reporting
- Taxation (Direct and indirect tax)
- Internal controls
- Account reconciliation
- Legal and Statutory Compliance

EDUCATION:

Particulars	Institute	Year	Status
Chartered Accountant	Institute of Chartered Accountants of Pakistan	To Date	Finalist
APFA	Pakistan Institute of Public Finance Accountants	2020	Passed
Bachelors in Commerce	University of Karachi	2008	Passed
Intermediate-Pre engineering	P.E.C.H.S Boys Government college	2006	Passed
Metric - SSC	St. Paul English High School	2004	Passed

WORK EXPERIENCE:

1. Gerry's dnata Private Limited (May 2017 – Current)

Lead- Taxation and Account

2. M/s. Deloitte Chartered Accountant (October 2016 – April 2017)

Tax Associate

3. M/s. Mazars Chartered Accountant (June 2012 – September 2016)

Audit Supervisor

- Gerry's dnata Private Limited

I am currently working as Lead – Taxation and Account and directly reportable to Chief Financial Officer (CFO). My responsibilities during the course of my duration include / have included:

Taxation

- Manage and ensure timely and accurate filing of federal sales tax return filing including all provincial sales tax return – **SRB, PRA, BRA and KPRA**.
- Compilation and prepare monthly and quarterly statements including annual income tax return.
- Ensuring timely deposit of weekly WHT and Quarterly Advance tax amounts in Government Treasury and engaging with the Regional team to ensure correct withholding has been done on transactions.
- Deferred tax working by keeping in view of possible future profitable forecast.
- Continuous review of changing laws and regulations to support the businesses with compliance and opportunities for driving tax savings and implement strategic tax planning for Direct and Indirect taxes.
- Adherence to double tax treaty to obtain maximum benefit in term of international payments.

- Prepare tax related reconciliations and pursue tax department for income tax and sales tax refund.
- Responsible for steering tax audits, assessment, proceedings and litigations to obtain favorable outcomes and limit adverse exposures through continuous engagement with the Tax authorities.
- Providing support in all taxation matters to ensure a high degree of financial discipline and tax compliance.
- Compliances with Stamp Duty and timely adaption of amendment in Professional Tax laws.
- Provide internal tax advisory services related to vendor invoices and support on business operation matters.
- Liaise with and responding to the various queries from assessment proceedings conducted by the tax authorities and endeavor positive conclusion of the same.

Accounting

- Preparation of monthly, semi-annual and annual Financial Statements and reporting to head office.
- Work closely with the accounting team to ensure accurate financial reporting.
- Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements.
- Manage leases (IFRS-16) to make sure that the lease scheduled are in accordance with lease payment and are account for in accordance with IFRS-16.
- Cash management and dealing with working capital management and production of cash flow forecasts.
- Provide analysis of trends and forecasts and recommend actions for optimization.
- Oversight of bank reconciliations and related adjusting entries at each month end.
- Preparing and making compliance of statutory requirements of SECP.
- Review of aging analysis and related collections.
- Review of all accounting and adjusting entries to ensure that the Financial Statements are prepared in accordance with relevant accounting and legal laws and regulations.
- Establishing and maintaining financial policies and procedures for the company.

- M/s. Deloitte Yousuf Adil Chartered Accountant

I worked as an Tax associate for Deloitte Yousuf Adil, Karachi Office in Tax department.

- Filing of Sales Tax Returns for Deloitte and also for private and public limited companies
- Filing of monthly Withholding Tax Statements for private and public limited companies
- Responding to notices and letters from tax departments on behalf of clients
- Applying for Exemption certificates and subsequent follow up with tax departments
- Attending hearings at offices of Assistant/Deputy Commissioners (LTU)

- M/s. Mazars Chartered Accountant

I worked as an Audit Supervisor for Mazars, Karachi Office in Assurance and Advisory Business Services (AABS)

I was involved in various audits and other special assignments and have worked closely with the clients personnel in understanding their business issues, assisting in tailoring firm's products to match their business needs and managing firm's resources to complete the projects. My responsibilities included:

- Overall planning of audits, conducting initial planning meetings with clients to understand and co-develop expectations and designing audit strategies in consultation with Engagement Manager and Partner.
- Obtaining a thorough understanding of the nature of client's business, the business and regulatory environment in which it operates, SWOT analysis, identification of critical success factors and key performance indicators, initial overall analytical review, understanding major business processes, analysis and testing of internal controls at the interim and final stages and detailed test of significant account balances and transactions.
- Application of International Financial Reporting Standards (IFRSs), Technical Standards, Generally Accepted Accounting Principles (GAAP) and Local Regulatory Requirements.

- Review and supervision of the work performed by audit assistants throughout the course of audit and resolving audit differences / queries and taking appropriate actions.
- Consultation on significant matters with various professionals such as lawyers, valuers, tax advisors, actuaries and IT experts.
- Assisting client with the preparation of financial statements in accordance with the applicable financial reporting framework and ensuring compliance with IFRS and directives of regulatory authorities.
- Preparation of final audit deliverables – the audit report, the covering letter addressed to the Board of Directors and the Management Letter.

Clients worked with:

Following are the details of significant engagement clients which have contributed towards my professional growth:

Mazars (Karachi Office)	
Oil & Gas and Energy	<ul style="list-style-type: none"> • ENI Pakistan Private Limited (Provident Fund)
Currency Exchange	<ul style="list-style-type: none"> • Paracha International Exchange (Private) Limited • Gohar Exchange Company B (private) Limited
Manufacturing	<ul style="list-style-type: none"> • Shield Corporation Limited (Listed) • Far Eastern Impex (Private) Limited • Automotive Spares & Accessories (Private) Limited • Golden Harvest (Private) Limited
Shipping	<ul style="list-style-type: none"> • Freight Connection Pakistan (Private) Limited • Axis Container Services (Private) Limited • Gateway Express Shipping (Private) Limited
Service	<ul style="list-style-type: none"> • Move One Pakistan (Private) Limited
Information Technology	<ul style="list-style-type: none"> • Esys Pakistan (Private) Limited • Ten pearls (Private) Limited

Extra-Curricular:

- Participated in various debate and quiz competitions at school level.
- Actively participated in various sports at the school level.
- Participated in various community services at the school level.

Personal Details	
Date of Birth: Marital Status: Nationality: Languages: Reference:	15 November 1987 Married Pakistani Fluent in English and Urdu Will be made available on request