



## ***SHEERAZ KHAN***

*Street Mama Khel, Village & Post office Prang, Tehsil & District Charsadda.*

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Father's Name	:	JEHANZEB
Date of Birth	:	18 <sup>th</sup> Nov, 1994
Religion	:	Islam
Nationality	:	Pakistani
Gender	:	Male
CNIC No.	:	17101-4155093-3
Domicile	:	K.P.K. (Charsadda)

### **PROFESSIONAL OVERVIEW:**

C.A. Student with a proven track record of Accounts, Audit & Tax function in multi-sectors (Health, Education, Non-Profit Organization, Manufacturing & Other). Highly motivated towards my assigned work, able to communicate effectively with people at all levels in multicultural environment. A champion of process improvement and change management consistently focused on the achievement of increased productivity, performance and profitability.

### **CAREER HIGHLIGHTS**

Thorough understanding of the market along with two years & six months training experience from SMM & Co. Chartered Accountants (Peshawar), Six months experience from Uzair, Hammad & Faisal Co, Chartered Accountants (Lahore) which enhanced my professional skills through practical working knowledge to deliver benefits through demanding client-facing roles. Demonstrates an excellent communication and relationship building skills, which has led to the delivery of company objectives.

**EXPERIENCE:**

<b>POSITION</b>	<b>ORGANIZATION</b>	<b>FROM</b>	<b>TO</b>
<b>Senior Finance Officer</b>	Rehman Medical Institute (Pvt) Ltd Peshawar	July-2024	Till Date
<b>AUDIT &amp; TAX ASSOCIATE</b>	Shahid Ahmad & Co, Chartered Accountants	Oct-2023	July-2024
<b>INTERNAL AUDIT ASSOCIATE</b>	Uzair,Hammad, Faisal & Co, Chartered Accountants	May-2023	Sep-2023
<b>SUPERVISOR-AUDIT &amp; TAXATION</b>	Saeed Methani Mushtaq & Co, Chartered Accountants	Nov - 2020	April- 2023
<b><u>Duties and Responsibilities:</u></b>			
<ul style="list-style-type: none"> <li>• Conducted audit engagements for clients, including preparation of working papers and performance of audit procedures.</li> <li>• Identified and investigated potential fraud and material misstatement in financial statements.</li> <li>• Prepared financial statements in accordance with International Financial Reporting Standards (IFRS).</li> <li>• Filed income tax returns for individuals, associations of persons, and companies, including quarterly withholding statements, monthly sales tax returns, and all other tax matters under the Income Tax Ordinance, 2001.</li> <li>• Registered companies and filed statutory documents as required by the Companies Act 2017 of Pakistan.</li> <li>• Maintained accurate financial records and ensured compliance with all relevant laws and regulations.</li> </ul>			
<b>TEACHER ASSISTANT</b> (Business Management & Behavioral Studies)	Professional's Academy of Commerce (PAC) Peshawar.	2015	2016
<b><u>Duties and Responsibilities:</u></b>			
<ul style="list-style-type: none"> <li>• Assisted in the preparation of course materials and syllabus for BMBS subject.</li> <li>• Conducted review sessions and provided one-on-one support to students to ensure their understanding of course material.</li> <li>• Created and administered quizzes and exams to evaluate student comprehension of BMBS subject.</li> <li>• Graded and provided feedback on student assignments, exams, and quizzes.</li> </ul>			

**SECTOR WISE EXPERIENCE SUMMARY OF MAJOR CLIENTS**

<b>Industry / Sectors</b>	<b>Name of Clients</b>	<b>Nature of Assignment / work</b>
<b>Health &amp; Education</b>	Rehman Medical Institute (Pvt) Ltd.	Annual Audit- 30-June-2022, Withholding Statements, Income Tax Return and Other Tax Compliance
	Rehman Medical Institute (Pvt) Ltd.	Annual Audit- 30-June-2021, Withholding Statements, Income Tax Return and Other Tax Compliance
	Abbottabad International Medical Institute (Pvt) Ltd.	Annual Audit- 30-June-2022, Income Tax Return and Other Tax Compliance
	Abbottabad International Medical Institute (Pvt) Ltd.	Annual Audit- 30-June-2021, Income Tax Return and Other Tax Compliance
	Abbottabad International Medical Institute (Pvt) Ltd.	Annual Audit- 30-June-2020, Income Tax Return and Other Tax Compliance
	Jawad Medical Institute (Pvt) Ltd.	Annual Audit- 30-June-2022, Income Tax Return and Other Tax Compliance
	Sarhad Rural Support Program	Withholding Statements, Income Tax Return and other Tax Compliance

<b>Non-Profit Organization</b>	Da Hawa Lur	Annual Audit- 30-June-2021, Income Tax Return and Other Tax Compliance
	Da Hawa Lur	Annual Audit- 30-June-2020, Income Tax Return and Other Tax Compliance

**LANGUAGES:**

<b>LANGUAGE</b>	<b>PROFICIENCY</b>
English	Conversational
Pashto	Fluent – Full Knowledge
Urdu	Fluent – Full Knowledge

**ACADEMIC RECORD:**

<b>Examination</b>	<b>Year of Passing</b>	<b>Marks/ Pass</b>	<b>Division /CGPA</b>	<b>Institution</b>
C.A. (CAF Qualified)	2022			Institute of Chartered Accountants of Pakistan (ICAP).
B.com.	2019	970/1500	2 <sup>nd</sup>	Allama Iqbal open University Islamabad (AIU)
F.Sc (Pre Engineering)	2012	883/1100	1 <sup>st</sup>	Islamia College Peshawar
Metric (Science)	2010	865/1050	1 <sup>st</sup>	New Islamia Public High School Charsadda.

**TECHNICAL SKILLS:**

<ul style="list-style-type: none"> <li>▪ Microsoft Dynamics 365- Reporting level</li> <li>▪ Microsoft Office – Excel - Advance level</li> </ul>	<ul style="list-style-type: none"> <li>▪ QuickBooks – Intermediate level</li> <li>▪ Microsoft Power BI – Junior level</li> </ul>
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