

# SYEDA AQSA HAIDER

## 0333-5552191

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I am a professional individual with 14 years working experience, in Finance. Currently I am working as Tax Manager with Huawei Technologies Pakistan (Pvt.) Ltd, a leading service provider to Pakistan Telecom Industry. During this work experience, my abilities of presentation, team work, time management and leadership skills are polished, while my knowledge of relevant local laws & regulations has been increased. I have been able to make new processes to minimize risks and to increase work efficiency with competency. I want to explore more with my dynamic career growth to earn as much knowledge as I can.

I am a good team leader and a solution provider. I can lead a team to success.

### **Professional Experience:**

#### **1- Huawei Technologies Pakistan (Pvt.) Ltd.- Income Tax Manager (Jan 2017 to date)**

- Company Income Tax Return- Annual
- Quarterly Advance Income Tax
- 3<sup>rd</sup> Party Withholding Income Tax (Weekly Payments + Quarterly Statements)
- Income Tax Assets Management
- Issuance of Sales Tax Invoices-Scrap Sales
- Review and advice to Payables department with respect to applicable Income Tax Rates (WHT).
- Tax Risk Management
- Issuance of Income Tax Certificates to suppliers.
- SOP Development, Writing and Implementation of Localized Income Tax Processes.
- Handling of Income Tax Audits/Queries
- Internal Reconciliations and Reporting (excel and electronic platforms).

#### **2- Huawei Technologies Pakistan (Pvt.) Ltd.- Treasury Manager, Assistant Chief Accountant (Oct 2011 to Dec 2016)**

- Funds Management (Budgeting, Spending Accuracy Analysis, Intra Company Funds Transfer, Funds Safety Management, Funds Balance Management)
- Inter Company Trade/Service Management (Payment, Adjustments, settlements)
- Loan Management (Inter Company Loan Frame Contracts, Draw Downs, Interest Verifications, Application of Taxes, Registration with SBP, Loan Repayments)
- Bank Account Management (Opening/Closing/Changing to company bank accounts)
- Process Designing and Implementation along with training (Make process to meet external regulations as per local laws, implementation of such processes, and trainings to relevant staff for new processes).
- Treasury Internal Control Management- (Compliance Testing, Risk Analysis, Root Cause Analysis & Improvement Plan for TOP issues)

- External Audit (Facilitation of auditors, provision of data as per demand list, arrangement of 3<sup>rd</sup> Party verifications and sample testing, obtain and deliver clarifications for arising queries, reconciliations including banks, payroll, taxes etc.)
- Taxation (3<sup>rd</sup> Party withholding Income Tax Reconciliations, Payments and accounting adjustments)
- Corporate Affairs (Arrangement of BRs, Market Analysis, Bank certifications, Liquidation of sister concern)

**3- Huawei Technologies Pakistan (Pvt.) Ltd- Cash Officer (Nov 2006 to Sep 2011)**

- Bank Reconciliation Preparation
- Supplier Payments (Issuance and delivery)
- Petty Cash handling
- Miscellaneous Receipts Management (refunds from employees, refunds from suppliers, scrap sales etc.)
- Offshore Supplier Payments (FTT)
- Bank Correspondence

**4- Pattan Development Organization- Assistant Accountant (Jul 2005 to Oct 2006)**

- Journal Entries and Voucher Postings.
- Handling of Payments (suppliers, taxes, employees)
- Handling of Receipts (donations)
- Preparation of Project Accounts
- Invoicing for Donors
- Petty Cash Management
- Bank Reconciliations

**5- PEL- Admin Officer (Dec 2004 to July 2005)**

- Preparation of Job Orders
- Allocation of Job Orders to technicians as per defined routes.
- Preparation and Maintenance of Customer Feedback Registers
- Correspondence with HQ and Branch Offices

**6- Citibank N.A. Islamabad- Intern (Aug 2004 to Nov 2004)**

- Processing of Corporate Payroll Accounts
- Issuance of Guarantees (Preparation of Formats as per customer requirements)
- Clearing, Collection- Entries in Registers
- USD cheque, Travelers Cheque- Allocation of internal reference number and entries in registers.

**Professional Qualification:**

- CA Intermediate from Institute of Chartered Accountants Pakistan- Passed in 2009.

**Education:**

Degree	Subject	Institute	Year of Passing	Percentage	Division
Masters	Economics	University of The Punjab	2009	52%	2 <sup>nd</sup>
Bachelors	Commerce	University of The Punjab	2005	61%	1 <sup>st</sup>
F. Sc.	Pre-Medical	Faisalabad Board	2000	63%	1 <sup>st</sup>
Matriculation	Science	Faisalabad Board	1998	71%	1 <sup>st</sup>

## Skills Training Courses:

Course Name	Institute	Year of Passing	Duration
Computer Practical Training	National college of Business and Management Sciences- Islamabad	2001	03 Months
Presentation Skills Training	National college of Business and Management Sciences- Islamabad	2002	03 Months
Advance Excel 2010	Skills Development Council- Islamabad	2011	10 Days

## Computer Skills:

- MS Excel
- MS Word
- MS Power point
- MS Visio
- Internet
- Oracle

## Achievements at Job:

### ➤ Individual Awards

- ❖ Future Star Award 2016 (Huawei Pakistan)
- ❖ Organizational Climate Development Individual Award 2015 (Huawei Pakistan)
- ❖ Future Star Award 2015 (Huawei Pakistan)
- ❖ Future Star Award 2014 (Huawei Pakistan)
- ❖ Gold Medal 2014 (Huawei Pakistan)
- ❖ Excellent Employee Award 2014 (Huawei Pakistan)
- ❖ Comprehensive Performance Award 2011 (Huawei Pakistan)
- ❖ Long Term Service Award 2011 (Huawei Pakistan)
- ❖ Internal Control Award 2010 (Huawei Pakistan)
- ❖ Work Spirit Award 2008 (Huawei Pakistan)
- ❖ Certificate for Excellent Work (Pattan Development)

### ➤ Team Awards

- ❖ President's Award (Team Award) 2020 (Huawei Pakistan)
- ❖ Quality and Operation Team Award 2016 (Huawei Pakistan)
- ❖ Best Cost Control Team Award 2014 (Huawei Pakistan)
- ❖ Organization Climate Improvement Team Award 2012 (Huawei Pakistan)

- ❖ Special Tax Operating Multi-Department Team Award 2012 (Huawei Pakistan)
- ❖ Revenue Incentive Award 2012 (Huawei Pakistan)

**Personal Information:**

**Name:** Syeda Aqsa Haider

**Husband's Name:** Syed Hassan Raza

**Date of Birth:** 25<sup>th</sup> July 1983

**CNIC #:** 33201-1482410-2

**Domicile:** Jhang, Punjab

**Marital Status:** Married