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| ***PROFESSIONAL***  Tax Management ~ Corporate Taxation ~ Company Secretary  *Seasoned Counsel acknowledged for sound decision-making abilities, analytical skills, business acuity, ongoing education, and problem solving skills. Strategic, methodical and reliable; enjoy the challenge of resolving long-term issues, and influencing revenue positive outcomes. Recognized for calm demeanor in mediating conflict, and pursuit of delivering consensus amongst stakeholders with diverse agendas. Enjoy opportunities to think "outside the box" deriving new solutions to old problems through strategic information gathering, data collection, and comprehensive scrutiny. Persuasive and concise communicator; experienced in dealing with all levels of management in varied industries, and coaching subordinates for greater productivity and understanding.*  ***Areas of Experience***   |  |  |  | | --- | --- | --- | | * *Financial Analysis & Management Reporting* * *Strategic Financial & Business Planning* * *Sales Tax Return* * *Income Tax Return* | * *WHT* * *Audit & Internal Control* * *Agreement Drafting* * *Corporate Taxation* * *Labor Law* | * *FBR Communication* * *Corporate Drafting* * *ERP Environment* * *Accounts Finalizing* * *Misc Reports Generation* | |
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| ***CURRENCT / RECENT EXPERIENCE*** |
| Sadaf Enterprises ( Ship Breaker, General Importers, Supplier) Karachi Pakistan  Manager Taxation  Sept 2018- Till date  Sadaf Enterprises ( Ship Breaker, General Importers, Supplier) Karachi Pakistan  Assistant Manager  Mar 2012- Aug 2018  TAXATION   * To Plan tax cycle * Tax Refund Cases * File E-Return completely * Answering Legal matter with FBR * Draft Memorandum of Agreements * Legal Documentation with Customer/Suppliers   Accounts   * Assist the GM Manager and Administration in his tasks * Dealing with accounts matters and clients management * Proper allocation of work resources to achieve required targets on time * Prepare bills, statements of expenditures and withdrawal * Financial monitoring of the contracts * Processing the contractor’s claims. * Arrange and participate in meetings, conferences, and project team activities * Maintain financial reports and monitoring system to record, reconcile transactions and reports * Maintaining of proper filling system, drafting letters / correspondence, seeking /keeping record of contracts, budget estimates and other necessary support documents * Controlling Bank Transaction and others     Korai Law Associates Karachi Pakistan  Advocate  Dec 2010- Feb 2012  *PAST EXPERIENCE*  *Accounts, Admin And Taxation*   * Pak Silver Fiber Company as a Export Accountant * Naseem Packages as a Sales Manager * Aziz Ismail & Co. as Taxation Officer   Education  University of Karachi 2005 Karachi, Pakistan  LLM. Master in Law (Major in)  University of Karachi 2002 Karachi, Pakistan  LLB. Bachelor in Law (Major in)  University of Karachi 1997 Karachi, Pakistan  B.Com (Major in Accounts)  Personal  Father Name: Shams-ul-Haque  Date of Birth: 10-06-1977  Languages: Skills: English, Urdu |
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