

ABDUL WAHEED



Career Objective:

To be in a position, commensurate with my true potential, hence grooming me to become a competent professional in the fields of Administration, Accounts & Finance.

Summary of Personal Traits:

- Ability to work effectively in a fast-paced, respectful team environment.
- Willingness to perform others duties and work irregular hours.
- Able to travel extensively as per the requirements.
- Effective communication and interpersonal skills.
- Work well with others at various levels; a team-player.
- Courteous and professional.
- Good sense of humor.
- Quick learner motivated and dedicated to get the job done right.

Professional Work Experience:

<u>Organization:</u>	<u>Governance & Policy (Govt. Of KP) Project with Khyber Pakhtunkhwa Revenue Authority Peshawar.</u>
<u>Position Held:</u>	<u>Tax Facilitation Officer.</u>
<u>Period of Service:</u>	<u>01/08/2018 to 30/06/2023.</u>

Job Responsibilities:

Facilitation in terms of:

- The new & potential tax payers in various services, in terms of necessary info. about registration, what are essential documents for KPRA Registration.
- In new registration to new & potential tax payers of the northern region.
- New RPs in terms of KPRA Registration Certificate.
- In issuance of user ID, password & Pincode to log on to their KPRA Account for monthly STS filing to registered Taxpayers of KPRA.
- Guide new RPs for filing their monthly STS Returns as required by The KPRA Act 2013.
- Guide RPs on their telephonic calls about their respective queries about registration's matter, filing etc. & notices info.
- RPs for recovery of their KPRA Account details (new ID, password & Pincode) required for STS filing.
- To facilitate;
- Guide potential tax payers during various field visits with AC or DC.
- To file registration documents of each RP in a proper order at TFC for easy retrieval.
- To compile registration's data on monthly basis & prepare a registration report with proper serial number at computer.
- To call RPs for their proper filing on monthly basis with stipulated time frame, assigned by the AC or DC office from time to time.
- Guide RPs about their notices & also guide them to meet with relevant AC or DC for solution.
- Any other nice duty assigned to perform to achieve set goals & targets.

Organization: **PIC Technologies Private Limited Hattar, Haripur, KPK.**
Position Held: **Admin/ Audit/ Accounts Manager.**
Period of Service: **01/07/2017 to 29/06/2018.**
Job Responsibilities:

- Cross checking all bills & payments made on daily basis.
- Management of A/c Receivable
- Management of all A/c Receivables & A/c Payables.
- Posting to respective vouchers to accounting records of the company.
- Audit of the company's store & preparation of Audit Report.
- Supervision of the daily store's activity.
- Cross check & sign store documents on daily basis.
- Preparation of Month End Accounts Statement.
- Submission of accounting records to Finance Manager in Head Office Islamabad.
- Preparation of Vouchers (Receipt, Payment, Bank & General Journal).
- Recording transactions in General Journal on daily basis.
- Posting of transactions to respective Ledger accounts.
- Preparation of Income Statement on monthly basis.
- Preparation of Sales Invoices.
- Management of administrative affairs on daily basis.
- Correspondence with Head Office Islamabad.

Organization: **Foundation Public High School, Kangra Colony, Haripur.**
Position Held: **Executive (Accounts/ Admin.)**
Period of Service: **16/10/2012 to 30/06/2017.**
Job Responsibilities:

- Supervision of daily office operations in the school.
- Meeting & dealing with parents, guardians & guests.
- Collection of monthly tuition fee of students.
- Preparation of Vouchers (Receipt, Payment, Bank & General Journal).
- Recording transactions in General Journal on daily basis.
- Posting of transactions to respective Ledger accounts.
- Preparation of Income Statement on monthly basis.
- Any nice duty as requested by the Principal from time to time.

Organization: **Sarhad Group of Colleges, Haripur.**
Position Held: **Lecturer in Management Sciences.**
Period of Service: **08/08/2011 to 29/09/2012.**

Organization: **EFU Life Assurance (Pvt.) Ltd. Abbottabad Branch.**
Position Held: **Life Assurance Sales Consultant (Part-time Job) Period**
of Service: **17/06/2008 to 25/08/2011.**

Organization: **International Student Consultants (Ghazi) Haripur.**
Position Held: **Accounts Officer/ Student Adviser.**
Period of Service: **12/01/2007 to 27/05/2008.**

Organization: **Ghazi Barotha Contractors (G.B.C)**
Position Held: **Assistant Accountant.**
Period of Service: **04/08/2003 to 18/12/2006.**

Internships & On the Job Trainings:

Organization: **National Bank of Pakistan (T.I.P Branch, Haripur)**
Position Held: **Internee in Banking Operations.**
Period of Service: **12/ 04/ 2003 to 12/ 06/ 2003**

Organization: **M/S Qarshi Industries Pvt. Ltd. Hattar, Haripur.**
Position Held: **Internee in Accounts and Administration Departments.**
Period of Service: **02/ 09/ 2002 to 30/ 11/ 2002.**

Professional Education:

Degree	University	Session	C.GPA	Specialization
M.B.A	COMSATS University Abbottabad Campus	2008-2010	3.37/4.00	Finance

Education:

Degree	University	Session	Division	Specialization
B.COM.	University of The Punjab	2000-2002	2 nd	Commerce
F.Sc.	BISE Abbottabad	1997-2000	2 nd	Pre- Engg
S.S.C	BISE Abbottabad	1996-1997	1 st	Science

Proficiency of Languages:

- English, urdu, Hindko.

Computer Handiness:

- Accounting Software's: QuickBooks, Peachtree, & Tally ERP-9.
- Microsoft Office.
- Internet.
- E-mail.

Personal Profile:

- E-mail Address: **waheedyz@gmail.com**
- Cell #: +92 333 866 4 880. +92 312 051 92 80.
- CNIC #: 13302-0333139-9
- Date of Birth: 16/ 10/ 1980
- Domicile: Mansehra (K.P.K)

Postal Address:

House # 18, Sector # 1, Kangra Colony (22680) Haripur Hazara, KPK, Pakistan.

References:

- Major. Said Akbar, Pakistan Army.**
Cell No.0321-4732110.
- Engr. Naeem Tahir (DGM-Sales) - Greaves Pakistan Pvt. Ltd, Islamabad.**
Cell No.0345-5006379.
- Dr. Safdar Zaman (Ph.D.) Assistant Professor. C.I.I.T Abbottabad Campus.**
Cell No.0333-5032831.