

PERSOAL INFORMATION:

NAVEED JAN (MBA FINANCE)

Father's Name: Himayat Ullah
Date of Birth: 23-03-1991
Religion/ Nationality: Islam / Pakistani
CNIC No. 17103-0363609-9
Address: Village & P/O Katozai, Tehsil Shabqadar, District Charsadda



PROFILE

Expert competence in financial duties with expert supervisory skills.
Strong background in management and customer relations.
Well Listener and Well Learner.

CONTACT

PHONE:
+92-346-9856954

EMAIL:
naveedmnj@gmail.com

HOBBIES

Innovation & Research
Badminton
Cooking

EDUCATION

MBA 3.5 YEARS (FINANCE)
2012 – 2016 [CGPA 3.08/4.00]
[INSTITUTE OF MANAGEMENT SCIENCES I PESHAWAR]

DIT 01 Year Computer Diploma
2010 - 2011
[MUSLIM COLLEGE OF COMMERSE PESHAWAR]

WORK EXPERIENCE

GADOON TEXTILE MILLS LIMITED [ASSISTANT MANAGER SALES TAX]
FROM JANUARY 2023 to TILL

GADOON TEXTILE MILLS LIMITED [ACCOUNT OFFICER]
2017–2022

THE BANK OF KHYBER [APPRENTENSHIP]
3–MONTHS

GADOON TEXTILE MILLS LIMITED [REGIONAL MANAGER]
REGIONAL TAX OFFICE AND MCC PESHAWAR
3–MONTHS

SKILLS

- Working & finalizing monthly sales tax return and compliance
- Working and hearing with FBR authorities regarding sales tax show cause notices.
- Sales Tax Notices compliance
- Supervise the work done by Excise & Sales Tax department regarding Sales tax
- Coordinate with HO regarding company sales tax matters
- Supervise the WIP & finished goods stock taking at month end
- Cash vouchers & Bank Vouchers preparation and reporting.
- Bank reconciliation statements.
- Prepare of Budgeting and Forecast.
- Microsoft Office (Word, Excel, PowerPoint) Oracle Software.
- Clearing of Bonds and Licenses from **MCC Peshawar** and providing Exemption Certificates, Sales Tax return from **(FBR)** to Head Office Karachi.
- Data analysis and Reporting.