



SHEERAZ KHAN

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

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Father's Name	:	JEHANZEB
Date of Birth	:	18 th 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:

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

SECTOR WISE EXPERIENCE SUMMARY OF MAJOR CLIENTS		
Industry / Sectors	Name of Clients	Nature of Assignment / work
Health & Education	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

Non-Profit Organization	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:

LANGUAGE	PROFICIENCY
English	Conversational
Pashto	Fluent – Full Knowledge
Urdu	Fluent – Full Knowledge

ACADEMIC RECORD:

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

TECHNICAL SKILLS:

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