



Muhammad Wajid

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PESHAWAR (Pakistan)

ABOUT ME

I am currently seeking full time career opportunity in banking, accounting and finance, where my skills, passion and experience can be fully utilized; contributing to the growth and success of my employers business as well as learn from the challenges with the aim of achieving senior most position. I am able to work well using own initiative and as part of a team.

WORK EXPERIENCE

Assistant Manager Accounts and Tax

Frontier Tech Wood Industries (pvt) Ltd. [01/04/2020 – Current]

Address: Frontier Woollen Mills (Pvt) Ltd., 98 Industrial Estate Hayatabad, 25000 Peshawar (Pakistan)

Email address: Export.fpg@gmail.com

Name of unit or department: Tax&corporate Department - **Business or sector:** Manufacturing

A well-known Group of companies contains 6 different industries for manufacturing wool, MDF, Chipboard, UV, & Lamination. Established in 1983, FPG has vast operations across 3 continents including the export and Import of wool and Wood products.

Duties and Responsibilities:

Assisting in compliance of Legal Cases (Sales Tax / Income tax) in High Court / Federal Tax Ombudsman

Taxation Compliance of Federal Board of Revenue

Compliance of Audit u/s 177,161(1A) Income Tax Ordinance,2001 & Audit u/s 25 sales tax act, 1990,

Compliance of Pre/Post-refund Audit of sales Tax claims

Sales Tax Refund Reconciliation

Annual Commercial Audit Compliance under Company Act 2017.

Filing Individual Income Tax Return With Wealth statement

Commercial Banks compliance of Export Form EE/EF statement EP roll over & annually

Enrollment of Export facilitation Scheme , And Renewal DTRE/EFS license

Assistant Accountant

Frontier Green Wood industry (pvt) LTD. [2018 – 2020]

City: Peshawar

Country: Pakistan

A well-known Group of companies contains 6 different industries for manufacturing wool, MDF, Chipboard, UV, & Lamination. Established in 1983, FPG has vast operations across 3 continents including the export and Import of wool and Wood products.

Duties and responsibilities:

Preparing of subsidiary Trial, Main Trial Balance

Book Keeping (Bank book, Journal Ledger, Main Ledger etc)

Bank Reconciliation and Party Reconciliation

Preparing Monthly sale Tax return Detail

Preparing Daily Fund Flow statement

Preparing of Income Tax Deduction at source and Sale Tax Withheld Detail

Preparation of all kind of Vouchers (Payment, Receipt, Journal, Purchase)

Posting entries in Accounting Software (FOX PRO)
Preparing Advance Income Tax U/S 147 (Quarterly Detail)

Customer service representative

United Bank Limited [2017 – 2018]

City: Peshawar

Country: Pakistan

United Bank Limited is a Pakistani multinational commercial bank which is a subsidiary of British company Bestway Group. It is based in Karachi, Pakistan.

Duties and Responsibilities:

- Serves customers by providing product and service information and resolving product and service problems.
- Attracts potential customers by answering product and service questions and suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments.
- Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.

Insurance consultant

EFU Life insurance (pvt) LTD. [01/03/2017 – 30/12/2017]

City: Peshawar

Country: Pakistan

EFU Group, originally Eastern Federal Union Insurance Company Limited, is a Pakistan based insurance company. It was the first insurance company in India founded in owned by the Muslims based in Calcutta. After the partition of India the company moved to Pakistan and operated in East Pakistan and West Pakistan.

Duties and Responsibilities:

- Memorizing current insurance packages.
- Reviewing clients' needs to identify suitable insurance packages.
- Gauging prominent risks to ascertain appropriate payment amounts.
- Issuing non-binding insurance quotations.
- Processing clients' valid insurance claims.
- Fielding our clients' queries and recommendations.
- Supporting newly-appointed Insurance Consultants by issuing sound advice.
- Partaking in scheduled and impromptu company events.

EDUCATION AND TRAINING

Masters of commerce

University of Peshawar [2016 – 2018]

Address: Old Jamrud Road, Qadir Abad, Peshawar, Khyber Pakhtunkhwa, 25000 PESHAWAR (Pakistan)

Website: <http://www.uop.edu.pk/>

Bachelor of commerce

University of peshawar [2014 – 2016]

Address: Old Jamrud Road, Qadir Abad, Peshawar, Khyber Pakhtunkhwa, 25000 PESHAWAR (Pakistan)

Website: <http://www.uop.edu.pk/>

Diploma in commerce

Govt.college of management sciences Peshawar [2012 – 2014]

Address: Zaryab Colony Peshawar, Khyber Pakhtunkhwa, 25000 Peshawar (Pakistan)

Matriculation (Secondary School Certificate)

Modern English Grammar High School [2012]

Address: Ashraf Rd, Hashtnagri, Peshawar, Khyber Pakhtunkhwa 25000, 25000 Peshawar (Pakistan)

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING A2 READING A2 WRITING B2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Excel / Microsoft Word / ERP Oracle JDEdwards / Fox pro accounts / Quick Book
/ Peach Tree