

Sammara Kanwal
00971-583032100, UAE
Sammrakhn085@gmail.com

Objective:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Executive Summary:

- Well Versed in End to End VAT Filing Processes
- Aligned with FTA VAT Submission Processes
- Hands on experienced in VAT submission for Various Sectors (Tourism Services, Business etc.)
- Experienced on Accounting Software (QuickBooks, Tally)
- Excellent oral and written communication skills, backed up by strong technical skills.
- Proficient in MS Excel operations

Work History:

Accountant, April 2021 to Oct 2021 – (Pakistan Business Consultant)

Responsibilities:

- Dealing with the preparation and submission of Sales Tax Returns on a monthly basis.
- Have done Income tax Audit of any company, AOP & Individual.
- Organized customer information and accounts data for the monthly Sales Tax Returned Submission and annual return for Income Tax.
- Maintain Payroll on the basis of Company
- Create Payment/Receipt vouchers
- Record daily base transactions
- Generate Cash flow of the company
- Records Company's Ledgers.

VAT Auditor, September 2020 - April 2021 – (Venture Force Global)

Responsibilities:

- Dealing with the preparation and submission of VAT returns on a monthly basis.
- Maintaining accurate accounts and records of the company, dealing with financial irregularities, and taking remedial measures.
- Preparing and filing of VAT returns periodical
- Worked being as VAT Auditor, Responsible for handling VAT Filing related customer queries & have work done on POS
- Handled customer complaints in a sympathetic and efficient manner
- Created & maintained Clients List to keep reminder them their VAT returned period
- Detailed knowledge of POS (Point of Sales) for creating the Items, Customers, for updating the Logo of the Company.

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Junior Accountant, January to September 2018– (RR Memorial Public School)

Responsibilities:

- Maintaining accurate accounts and records of the company, dealing with financial irregularities, and taking remedial measures.
- Maintained accounts books and tax returns
- Responsible to maintained Journal ledgers

Accountant Internee, July 2017 – Nov 2017 – (Sindh Bank)

Responsibilities:

- Having experience of 3 months as Cashier, Account opening officer, Reconciliation of Bank Statement.

Education

- **ICMA (Institute of Cost and Management Accountant)**
 - Qualified Managerial Level
 - Operational Level
- **Bachelor's Degree in Commerce**

Professional Development

- Seminar on Career Development
- Seminar on Entrepreneurship
- Seminar on IAS

Social Membership & Co-Curricular / Leisure Activities:

- Reading novels
- Community services for human welfare
- Keeping up with the latest Developments

Personal Information:

- **Father's Name:** Nasir Ashraf Najmi
- **Marital Status:** Single
- **Email Address:** sammrakhan085@gmail.com