




AFTAB AHMAD**PROFESSION:** Bachelor In commerce (B.Com)**EXPERIENCE:** 4 years**FIELDS:** Finance & Accounts, and Audit.

Personal Info: 31 years, Married,
 Address: Visit Visa Valid till 28-Feb-2022 Al Raffa, Bur Dubai, Dubai U.A.E.
 Contact: Personal +971-50-7484873
subhaniaftabahmad@gmail.com

PROFESSIONAL PROFILE/ BRANDING

- Stock counts at HO & Branch
- Booking of CPVs, CRVs, BPVs, BRVs, & JVs
- Strict compliance of internal audit procedures & SOP's
- Compilation of MIS reports for excess/shortage of stock
- Bank Reconciliation, Receivables & Payables Reconciliation
- Hands on experience of ERPs' & Advance MS Office
- Internal Audit

PROFESSIONAL EXPERIENCE

Company	Field of experience	Duration
 A.A.A MARKETING	<ul style="list-style-type: none"> Office Assistant & General Accountant 	o Dec-19 to June-21
 Escorts Advanced Textiles Private Limited Distributor of DuPont Pakistan	<ul style="list-style-type: none"> General Accounts Tax Accountant Internal Auditing 	o Sep-16 to Oct-18
 Chartered Accountants, Lahore, Pakistan.	<ul style="list-style-type: none"> Income Tax Sales Tax. 	o July-15 to Mar-16

A) AAA Marketing is real estate compnay which is involve in sale, renting and management of properties.

B) Escorts Advanced Textiles Pvt. Ltd, is a Dupont Partner and a world leader in advanced Technical Textile. Our innovative collection/range of fabrics that serve as either intermediate raw materials , or other finished goods , are all engineered from Dupont Kevlar and Nomex fibers and other renowned brands.

JOB ACHIEVEMENTS:

- i. Conduct sales tax audit of the company for 3 years
- ii. Reconciled the stock for Head Office and Branch (Sialkot) office

JOB RESPONSIBILITIES:**As - GENERAL ACCOUNTANT:**

- Book and file of CPVs, CRVs, BPVs, BRVs and JVs along with the supporting documents;
- Generate of sales tax invoice (output tax) and updating the MIS system (sales & customer ledger);
- Prepare of cheques as per suppliers invoices and get it signed from the signatories;
- Reconcile month wise stock (Raw Material & Finished Goods) and prepare the excess/shortage reports;
- Perform month wise closing of all items stock ledgers and reenter opening stock;
- Prepared BRS, Receivables & Payables Reconciliation;

As - INTERNAL AUDITOR:

- Ensure the input tax and withholding tax charged on purchases invoice as per Income Tax Ordinance 2001& Sales Tax Act 1997;
- Verify all JVs, CPVs, BPVs, BRVs, CRVs and put the internal auditor stamp;

C) Amir Shahbaz & Co. Chartered Accountants is a QCR rated firm approved by the ICAP.

During my stay, I was directly reportable to **Assistant Manager Tax**. I was accountable for;

JOB RESPONSIBILITIES:

- ☒ Executed sales tax audit of Escorts Advanced Textiles Pvt. Ltd;
- ☒ Cross matched the sales tax returns information with the sales invoices & purchases invoices;
- ☒ Ensured strict compliance Sales Tax Act 1997;
- ☒ Prepared monthly and annual consolidated reports;

REFERENCE

Shall be furnished on demand.