

MY RESUME

Personal Cell #: 0334-5465208
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About Myself:-

I am an avid believer in discipline, commitment, and dedication to my work. I have capability of achieving given targets. Honesty and good manners are my strong virtues. I can adopt myself to any environment and situation.

Objective:-

To join the dynamic organization, apply the knowledge, skills and gain & share the experience for the best possible results and continue to mark the milestone. To acquire a suitable position which will provide the opportunity for a professional growth and challenges, so that I become the ace of my field?

Education:-

Bachelors of Commerce (B.com)	Punjab University
Intermediate (I.Com)	Board of Intermediate & Secondary Education, Rawalpindi
Metric	Federal Board of Intermediate & Secondary Education, Islamabad

Professional Trainings and Certificates:-

PIPFA (In progress)	Pakistan Institute of Public Finance Accounts
Diploma in IAS/IFRS (Qualified)	Institute of Cost and Management Accountants of Pakistan

**Diploma in Income Tax Ordinance
& Sales Tax Act (Qualified)**

Institute of Cost and Management Accountants
of Pakistan

**E-Filling of New Sales Tax Return
(Training)
Withholding Taxes (Training)**

Centric Consulting Pvt Limited

Institute of Cost and Management Accountants of
Pakistan

Areas of Expertise:-

Financial reporting | Financial and business analysis | Budgeting and forecasting | Use of accounting software | Fix Assets Management | Bank reconciliation | Preparation of financial statements | General ledger and journal entries | Accounts receivable and billing | Accounts payable | Taxation | Documentation | Fund disbursement | problem solving skills | Auditing | MS word & excel.

Experience:-

Organization's Name

Post Held

Period

Saif Healthcare Limited

Dy. Manager Accounts & Finance
(Current Position)

26 June 2022 to Date.

Personal/Prof Capabilities (Saif Healthcare Limited):-

• **Payroll:**

- Nearly years of experience as a payroll manager with proficiency in accurate and timely payroll as well as reimbursement processing.
- Working closely with HR and payroll vendors for efficient payroll processing.
- Working closely with HR the manager for salary inputs and other matters.
- Preparation and recording payroll into GL.
- Dealing with queries/clarifications of employees related to payroll.
- Supervision of payments to employees' final Settlements.
- Payments of EOBI/ESSI.
- Verification of the loan/advance application of employees and Payment.
- Monthly recording of gratuity provisioning.
- Monthly overtime payments of employees.
- WHT on salary (U/S 149).
- Catering to employee payroll & income tax related queries through calls and emails.

- Management and distribution of income tax declaration forms to employees as per yearly budgeted before completion of fiscal year.
- Preparing location wise HR budgeted for the clearly projection of financial projective.
- Preparing MIS reports, and briefing the senior management on regular basis.
- Preparation of details for the monthly management report/special requests by the management.
- Attendance management.
- Deductions.
- Increments.
- Promotion.
- **Tax filing and withholding tax payments like:**
 - Withholding tax payments (employees, vendors, and Contracts)
 - Payment of Withholding sale tax
 - Return of withholding Income Tax(U/S 165)
 - Return of Sale Tax

Other Areas of Experience:

- Coordinating and assisting in the compilation of information for the general insurance of assets, health, life, and terrorism
- Maintaining records, and processing the payment of insurance premium
- Coordination with insurance companies, surveyors, and surveyors department for lodging claims, completing formalities, and follow-ups for insurance claim recoveries
- Recording of leases and reconciliations with banks
- Maintaining Lease Schedules
- Assisting in the working of inventory valuation and reconciliation with books of accounts
- Scheduling and assisting in the monthly closing of books of accounts
- Payment processing after Invoice verification and correction according to standard.
- Preparing Payment Vouchers
- Verification and Payments of imprest holders
- Maintain Payable data base (aging)
- Reconcile supplier accounts and resolve differences
- Profit and Loss analysis.
- Deal with supplier account queries via telephone, email, and resolve queries promptly
- Involved in preparation of final Accounts
- Inventory Reconciliation with Ledger
- Inventory Audit
- Fix Assets Register Maintenance with the allocation of assets into appropriate heads of accounts and depreciating them on monthly basis.

- Recording, Reconciling, and generation of reports regarding receivables towards sales of the organization.
- Prepare bank document of facilities (Funded/Unfunded)

Computer Literacy:-

- MS- Office
- MS- Excel
- Power Point
- Peachtree
- QuickBooks

Extra Activities:-

- Accompanied by the hobby of reading books of all nature.
- Remained an active member of sports activities in academic sessions, especially that of Football.

Personal Information:-

Father's Name	:	Farman Ali
Date of Birth	:	15 th April, 1987
Religion	:	Islam
Nationality	:	Pakistani
Domicile	:	Dist. Gilgit (G.B) Pakistan
Marital Status	:	Married
C.N.I.C No	:	71501-3715320-3
Permanent Address	:	Post Office Oshikhandass, Tehsil and District Gilgit, Village Oshikhandass.

References:-

Mr. Hammad Zaidi

Chief Finance Officer
Saif group of companies
+92-302-8501005

Mr. Javed Iqbal Khokhar

GM Accounts and Finance
Saif Healthcare Limited
+92-301-8585745

Mr. Umad Akhter

Country Director
IRARA Pakistan
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