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Visionary and critical thinker
Decisive, action-oriented and result -focused
Passionate about improving processes and people
Pro-active ; a consummate team builder

CAREER SUMMARY

Experienced executive with extensive audit knowledge. Proven leader with the ability to be a detailed oriented individual with the capacity to view and approach processes from a broad perspective, as they would pertain to an organization's strategic position. Excel at interacting with individuals at all levels to ensure that organizational goals are attained. Highly effective in supervising and motivating individuals to their fullest potential. Areas of expertise include the ability to logically research and resolve issues/problems, track and manage schedules and special projects, and meet scheduled deadlines. Well versed in Microsoft Office software.

Professional Experience / Accomplishments

Amir Alam Khan & Co. (Chartered Accountants) – Rawalpindi, Pakistan (Auditors, Consultants and Tax Advisors)

Senior Manager (Audit, Business Advisory and Taxation Services)

July 01, 2006 - date

As Senior Manager, I am responsible for planning, staffing, scheduling, supervising and timely completion of assignments, supplementing with correspondence and communicating with the clients. Detail worked performed includes:

AUDIT AND BUSINESS ADVISORY SERVICES

Audit

- Oversee multiple engagements.
- Supervise professional accountants – field audit engagement.
- Develop and motivate engagement staff and provide counselling and career guidance.
- Preparation of audit strategy - setting budgets, scheduling audits, selecting staff and assigning workloads, and financial reporting.
- Interact with partners to maintain on-going business relationship.
- Oversee the completion of clients' annual reports and interact with clients to discuss filed audit issues.

Business Advisory

- Worked on developing financial reporting processes and systems for reliable financial reporting.
- Performed Special Purpose assignments for development and implementation of internal control environment in line with risk management principles and techniques.
- Development and implementation of Internal Audit function and processes for Clients.
- Worked on developing Fixed Assets module and integration of the same with financial reporting.
- Helped client formulating financial strategy in the aftermath of flood destructions.
- Performed investment appraisals using both the discounted and un-discounted methods.
- Helped listed clients to set up procedures and standard documentation to comply with the requirements of Code of Corporate Governance, an alternative to SOX.

- Advising clients to develop a sound financial management system. It includes monitoring of key accounting ratios, working capital management, inventory management, monitoring of cash operating cycle and advising on key financial decisions i.e. lease vs. buy, financing vs. factoring etc.
- Provided consultancy for incorporation and registration of Companies under Securities and Exchange regulations

Major Audit clients includes:

- Micronet Broadband (Private) Limited – IT Industry
- Nayatel (Private) Limited – IT Industry
- Suhail Jute Mills Limited – Manufacturing Industry
- Toyota Rawal Motors (Private) Limited – Automotive Industry
- Frontier Ceramics Limited – Manufacturing Industry
- Tollink Pakistan (Private) Limited – Concession agreements
- Islamabad Feeds (Private) Limited – Manufacturing Industry
- Shaigan Pharmaceuticals (Private) Limited – Health Care
- Amson Vaccines & Pharma (Private) Limited – Health Care
- MCB Bank Limited – Banking

TAX

Handful experience of handling tax compliance & litigation issues pertaining to various Sectors. Exposure highlights are as under in the relevant sector:

Tax litigations and Representations.

- Attending tax hearings on behalf of clients and convincing tax officials on our view point to minimize tax exposure.
- Preparation & Filing of appeals before Commissioner Appeals and Appellate Tribunal Inland Revenue.
- Observing quality control and risk mitigation by preparing internal documents e.g. assessment verification, appeal verification forms.
- Conclude & defend the assessment proceedings initiated under section 122 of the Income Tax Ordinance, 2001.
- Completion of Tax Audit proceedings of different clients.
- Representation before Deputy Commissioners in respect of conclusions of Tax Audits
- Comments on assessment orders and suggesting future course of action.
- Finalization of assessments by the tax authorities for rectification of declared results.
- Obtaining Exemption Certificates under section 153 in respect of payments made to Residents without deduction of tax.
- Representation before Taxation Officers & other Tax authorities on behalf of individuals.
- Preparation of Refund applications under section 170 of the Ordinance and helps in concluding refund proceedings

Career Highlight

- Assisted my client, a Real Estate Giant, in successfully defending assessment proceedings under section 122 of the Income Tax Ordinance, 2001 which resulted in cancelation of Tax Liability for three tax years amounting to Rupees 1 Billion in total.

Tax Advisory & Compliance:

Handful experience of handling tax compliance & advisory services. Exposure highlights as below in the relevant sector:

- Devising corporate compliance schedule(s) and agreeing with the clients for quality control checks.
- Researching tax treaties and assisting in advices and preparation of write ups for International Taxation.

- Supervising day to day tax compliance matters.
- Computation and Review of Corporate Income Tax Returns.
- Filing of Sales Tax Returns of Different clients
- Maintaining Payroll assignment of different companies.
- Calculation of Tax Provisions of different clients.
- Registration of Provident, Gratuity & Endowment Funds of NPO clients.
- Preparation of Trust Deeds & Rules of Funds in accordance with the provisions of Income tax Ordinance, 2001.
- Advising Salaried Individuals & Expats to optimize their tax incidences.
- Filing & Preparation of Income tax returns of Salaried & Business Individuals.
- Devising the Wealth Statement Models of Salaried & Business Individuals.

Other:

Working with Senior Partner, previously a member of Federal Board of Revenue, in formulating papers on tax policies and reforms

EDUCATION / SPECIALIZED TRAINING / IT SKILLS

- Chartered Accountant (Institute of Chartered Accountants of Pakistan)
- Certification on Computer Practical Training. Completed mandatory computer training course of Institute of Chartered Accountants of Pakistan.
- Presentation Skills Training Course. Completed mandatory course of Institute of Chartered Accountants of Pakistan.
- Hands on experience of using SAP Business One, Microsoft Navision, Peachtree, QuickBooks and Oracle Financial

ARTICLESHIP

Organization : Amir Alam Khan & Company, Chartered Accountants, Rawalpindi Pakistan

Duration : May 2002 – March 2004

Organization : Riaz Ahmad & Company, Chartered Accountants, Lahore Pakistan (A member firm of Nexia International)

(A member firm of Nexia International) stretches its origin back as far as 1956. The firm today, through successful growth, is a strong and independent practicing with four offices in Pakistan.

The firm was also associated as a member firm in the past with leading firms of accountants like KMG, KPMG, Ernst and Whiney and Ernst and Young International. These associates have given it an opportunity to enhance its experience and expertise in line with International Standards

Duration : April 2004 – May 2006

Responsibilities : Working in the audit, tax and corporate compliance departments of the firm serving various clients in textile, banking and services sectors.

PERSONAL INTERESTS

- Enjoy swimming and playing snooker
- Played cricket at club level

REFERENCES

- Full references are available on request.