



ZAHID BASHIR

Personal Information:

Present Address: Al Maraqbat near Maraqbat Police Station
Dubai - United Arab Emirates.
Mobile Number: +971-545441802
Email Address: bashirzahid297@gmail.com
Languages: English, Urdu, Punjabi

Profile:

A well-qualified intellectual with 7+ years of experience offering demonstrated expertise in all aspects of the financial system. I have experience in Accounts, Finance, Internal audit & External audit, taxation, and corporate matters. The way I have gained experience and utilized my efforts previously producing remarkable results, I am committed to being at the best competitive advantage for your organization.

ArtPro Advertising LLC (Dubai): (Continues)

Working as Senior Accountant:

- Prepare financial statements reports and documentation supporting audit opinions.
- Preparation of Monthly & Annually Financial Statements
- Maintenance of Books of Account, General Ledger, etc.
- Receivables and payables management.
- Coordinate with the Operation Department for Costing process of new Projects.
- Filling of VAT Return on Quarterly Basis.
- Preparing the Bank Reconciliations and payroll of the employees.

Sureship Express Freight Broker Co. L.L.C (1 year)

Working as Accountant:

- Maintenance of Books of Account, General Ledger, etc.
- Financial Statement Preparation and Analysis according to the requirement.
- Receivables and payables management.
- Filling of VAT Return on Quarterly Basis.
- Month end closing entries and Reconciliations of ledgers Cash and Bank books
- Preparing the payroll of the employees
- Handling the Petty Cash of the Company.

Hamayun Printers Private Limited: (2 years)

Working as Accounts and Finance Manager:

- Performed Internal audit of Company.
- Prepare financial statements reports and documentation supporting audit opinions.
- Review of Accounts & Financial Reporting on Monthly & Annual basis.
- Preparation of Monthly & Annually Financial Statements
- Maintenance of Books of Account, General Ledger, etc.
- Receivables and payables management.
- Reconciliations, payroll, stocktake and inventory management.

Haroon Asim and Zahid Chartered Accountant Firm:**Manager Audit and Taxations:** (3 years)**Taxation**

- Preparation and Filing of Annual Income Tax Returns of Individuals, AOPs, and Companies with FBR/IRIS.
- Filing of withholding tax statements and Sales tax returns of all prescribed persons monthly as well as annually on FBR/PRA/SRB/IRIS.
- Registration of Individuals, Firms, and Companies with various departments like FBR & Provincial Revenue Board.
- Reply to the Notices, furnishing compliance with Audit Assessments, appeals, and relevant matters in respect of Income Tax and Sales Tax.
- Preparing Various Reconciliations as per Income Tax Rules 2002.
- Obtaining Exemption Certificates under various sections of the Income Tax Ordinance 2001.

Mohsin Chartered Accountant Company:**Accounts and Finance Manager:** (1year)

- Prepare financial statements reports and documentation supporting audit opinions.
- Preparing periodic Financial Statements in accordance with the applicable laws and International
- Preparation of Monthly & Annually Financial Statements
- Maintenance of Books of Account, General Ledger, etc.
- Receivables and payables management.
- Reconciliations, payroll, stock take and inventory management.

Educational Qualification:

- CA (Continues) from the Institute of Chartered Accountants of Pakistan
- Diploma in Accounting & Finance from Allama Iqbal Technical Education Center (2017)
- B. Com (2014) from Punjab University
- I.COM (2010) in Federal Board of Intermediate and Secondary Education Gujranwala.
- Matriculation (2006) Board of Intermediate and Secondary Education Gujranwala.

Computer Proficiencies:

- QuickBooks and Microsoft Office.
- Installation and operating windows.
- Internet browsing
- Tally ERP

Interests and Hobbies:

- Music and Movies
- Internet Surfing
- Technology

Other Skills:

- Possess good Communication Skills
- Identifying and implementing strategies to meet goals
- Target Oriented, Quick Learner, Hard worker.
- Self-Motivated
- Good decision-making skills

References

Shall be provided upon request