

# **CURRICULUM VITAE**

**Nooruddin**

**S/o Zainuddin**

**Flat No. 3<sup>rd</sup> Floor Amin Mansion**

**Moore St off: Outram Road ,Pakistan Chowk, Karachi.**

**Cell: + 92 345 8092132**

**E-mail: nooruddin\_19@yahoo.com**

## **CAREER OBJECTIVE**

*To pursue an integrated termed carrier in the field of offices work and to provide dynamic growth obtained organization with stimulating environment and outstanding profession advancement .*

## **PROFESSIONAL EXPERIENCE**

### **EMAD TRADE HOUSE.**

**Account Executive (March 2017 to present)**

**Reporting to Account Manager**

- ❖ *Preparing Monthly Account Payable/ Receivable & Reconciliation report, all expenses vouchers and enter them in expense sheet.*
- ❖ *Controlling & Monitoring Booking keeping accounting records & Submission of Payroll taxes*
- ❖ *Check and verify y daily cash opening with expenses sheet and enter Petty cash expenses data in the Google sheet.*
- ❖ *Prepare daily Bank to Chq. Deposit, Clearing Payment & pay order follow-up.*
- ❖ *To assist in preparing Annual/ monthly collection/Deduction of the Statements e-filing system to be Income & Sales Tax.*

### **MEEZAN ENTERPRISES (PVT) LTD.**

**Office Assistant & Computer Operator (July 2004 to March 2017)**

**Reporting to Director**

- ❖ *Controlling & Monitoring of Lint Cotton Purchase, Sales (Local) & Export.*
- ❖ *To Monitoring of the Stock & Prepare daily Bank Limit position of the Mark-up.*
- ❖ *To assist in preparing monthly collection/Deduction of the Statements e-filing system to be Income & Sales Tax.*
- ❖ *Preparing Annual/Quarterly of the Statements e-filing system to be online Income Tax & Sales Tax.*
- ❖ *Preparing Income Tax Challan to submit online the e-filing system & Searching of Income / Sales tax new circular.*

### **HUSSAINI JEWELLERS**

**Office Assistant (Jan. 2012 to Sep. 2017)**

**Reporting to Director**

- ❖ *To assist in preparing Customer Order booking & Stock maintenance reporting.*
- ❖ *Preparing Quarterly of the Statements Income Tax & Sales Tax.*
- ❖ *Preparing Jeweller WT .Labour work System to Handle all kinds of secretarial job.*

### **YOUSUF ABBAS & COMPANY**

**Admin. & Office Assistant (Aug. 2000 to July 2004.)**

**Reporting to Director**

- ❖ *To assist in preparing monthly collection/Deduction of the Statements Income & Sales Tax.*
- ❖ *Preparing Annual/Quarterly of the Statements Income Tax & Sales Tax.*
- ❖ *Preparing Income Tax & Sales Tax Challan.*
- ❖ *To maintain petty Cash register, General Ledger & party Ledger.*
- ❖ *Manage filing System to Handle all kinds of secretarial job.*

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**ACADEMIC QUALIFICATION**

<b>Sr.</b>	<b>Degree/ Certification</b>	<b>School, College/ University</b>	<b>Specialization/ Major</b>	<b>Passing Year</b>
1	B.Com	University of Sindh	Commerce	2003
2	I.Com	H.S.C of Karachi	Commerce	2001
3	Matric	S.S.C of Karachi	Commerce	1999

**COMPUTER QUALIFICATION**

<b>Sr.</b>	<b>Certification</b>	<b>Institution</b>	<b>Specialization/Major</b>	<b>Passing Year</b>
1	Free Hand/Corel Draw 11	Hajian Khadija Bai Institute	Graphics Editors Image	2005
2	Auto CAD	Ocean Institute of Computer Science	2D & 3D Architecture Designing	2005
3	MS. Access / Excel Advance	Aptech Computer	Data Management	2002
4	MS. Office	Soft Tech Computer	Document, Table, Chart & Presentation	1999

Computer Typing with Speed 40 & 50 w.p

**INCOME TAX ORDINANCE 2001**

Preparation of Report for necessary closing of the Annual Returns, for onward submission to FBR Closing Accounts.

Salary Taxation (149)	Tax Due on Basis of Return (137)	WH.Tax Dividend- Income( 151)
Elect. Consumption (235)	Tele. & Mobile Sub.(236)	Exemption Certificate (159)
Import of Goods (148)	Cash Withdrawal –Bank (231-A)	Property Tax (155)

**SALES TAX ACT 1990 Sales Tax Rate, (Six Schedule) is being mentioned for Quick Reference.**

Zero Rating Goods Exported (04)	Tax Invoices Record (23)	Monitoring Committee (58M)
E Filing Return (58E)	Quarterly Return	ACT Revised (113C) 17% & Sales Supplies Tax in Same Rate

**PERSONAL DATA**

Father Name : Zainuddin  
 Date Birth : June 11, 1981.  
 Nationality : Pakistani.  
 Domicile : Karachi-Sindh.  
 Marital Status : Married.  
 Religion : Islam

**HOBBIES/OTHER ACTIVITIES**

Using Inter net to Searching browsing Download Managers  
 Watch TV/Movies  
 Windows/Software Repairing, download & installation processes.

**REFERENCES**

Will be furnish on request