

DANIAL-GUL-FARIDI

ADDRESS Flat no # A-55, Haq Bahu Plaza, Apartment, Block 13- C,
Gulshan- e- Iqbal Karachi.

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OBJECTIVE

To attain a position in your organization that provides opportunities for learning, growth, teamwork, personal and professional development and valuable contribution towards the overall enhancement of the organization.

ACADEMIC QUALIFICATIONS

| Particulars | Institute | Year | Grade |
|--|---|------|--------------------------|
| Bachelors of Commerce | University of Karachi | 2016 | 2 nd Division |
| Diploma in Computerized Accounting | Noor College of Professional Education | 2015 | A |

SKILLS

- Working knowledge of Internet and related matters.
- Quickbooks
- Peachtree
- Tally ERP 9
- Advanced Excel

EXPERIENCE

TAG & Co. CHARTERED ACCOUNTANTS – Accounts & Tax Trainee Jan 2016 to Dec 2016

KEY RESPONSIBILITIES:-

Tax Department:

- Monthly filing of number of sales tax returns on FBR, SRB and PRA.
- Monthly filing of number of income tax withholding statements.
- Ensure withholding tax is properly deducted as per prevailing tax laws.
- Follow up with the clients regarding Income Tax and Sales Tax queries.

- Tax calculation on salary and rent.
- Generation of tax payment slips.
- Preparation of refund files.
- Reconciliation of output and input tax.
- Preparation of deduction certificates of salary.
- Preparation of annual statements of income tax.
- Working on notice compliance and can compile large data on excel.

Accounts Department:

- Bank Reconciliation.
- Working experience on Quickbooks accounting software while deputation on client.
- Preparation of cheques and debit vouchers.
- Preparation of salary payroll which includes calculation on variables pay, incentive, E.O.B.I. , expenses (reimbursement), arrears and withholding tax deductions.
- Co-ordinations where required with the vendors, customers and banks etc.
- Electronic filing of E.O.B.I. including the preparation and submission of payment challan.

LANGUAGES

Fluent in Urdu and average in English

PERSONAL INFORMATION

Father's Name: Abrar Ahmed Faridi
Date of Birth: December 12, 1994
Religion: Islam
Marital Status: Single
Nationality: Pakistani

REFERENCES

References will be made available on request.