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# Irfan Manzoor

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House No# 193, Near Fatima Masjid,  
Upper Gizri, Clifton , Karachi

Phone: +923012430456

## Work experience

### **Ambience Films (Full Time-01-08-2013 - Present)**

Accounts and Tax Manager

Passionate professional accountant with experience of 10+years Responsibilities are below

Taxation:

Federal Board Revenue: Vendors and Payrolls WH Taxes calculation, deduction and submission, and preparation of annual returns and submission of quarterly /annually statements.

Sindh Board Revenue and Punjab Revenue Authority

Monthly Sales tax calculations and submission.

Preparation of Financial Statements, Quotations/Sales tax

Invoices and Recoveries, Vendors and Payroll Payable

Assist in Project Budget and Internal Audit Team

Bookkeeping, banking works and reconciliations.

Space Rentals agreements.

Organization Relationships

Accounting, Taxes (WH Taxes and Sindh Revenue Board) Insurance, Human Resource and internal auditing play key role

### **Karachi Film School Private Limited 01-12-2023 — Present (Part Time)**

Accounts and Tax Manager

Maintaining bookkeeping.

Monitor and reconcile bank statements and transactions.

Process faculty and staff's payrolls in a timely and accurate manner with tax deductions.

Preparation of Financial statements.

WH Taxes deduction as per applicable rates and paid through challans into treasury.

Petty cash handling and Purchasing

Manage all accounting transactions.

### **Shiny Toy Guns (Part Time)**

**01-03-2015 — 30-01-2020**

Accountant

Vendors and Payrolls WH Taxes calculation, deduction and submission.

Sindh Board Revenue Monthly Sales calculations and submission.

Bookkeeping and reconciliations..

**District 19****01-08-2020 — 30-03-2021**

Provide training to new accountants and manage accounts.

**M/S PLAY (Part Time)****01-01-2021 — 01-12-2023**

Accountant

Taxation, Bookkeeping etc.

**PI Holdings****01-01-2012 — 01-04-2012**

Office Assistant

**Pakistan Army**

BatMan

Worked for three months in Staff College Quetta.

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**Education****Bachelor in Commerce****2013 — 2016**

University of Karachi

**Pakistan Institute of Public  
Finance Accountant****2018 — Present****Presidential Initiative  
Artificial Intelligence Computing-PIAIC****March 2024 Onward****QuickBooks****01-02-2023 — 30-05-2023**

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**Communication and Soft Skills**

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**Language**

English, Urdu and Saraiki

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**Skills**

Accounting Software: QuickBooks Desktop

QuickBooks Online Microsoft Excel and Word

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**References**References available upon request

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