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| M.Nawaid Younus | MBA (Banking and Finance) | |
| ✆ +92-316-2000915  🖂 [naveedyounus1983@gmail.com](mailto:naveedyounus1983@gmail.com) | Nationality : Pakistani  Marital Status : Married |
| **ACADEMIC SPECTRUM**  M.B.A : Year- 2010  Major : Banking & Finance  Dadabhoy Institute of Higher Education,  Karachi Pakistan  Graduation : Year- 2003  Major B. com  University of Karachi-Pakistan  H.S.C : Year- 2000  Board of Intermediate, Karachi-Pakistan    **DIPLOMA & PROFESSIONAL QUALIFICATION**  Import/Export Certification  Year- 2011 SMEDA  CHANGES IN SALES TAX LAW  Year- 2011 SMEDA  MS OFFICE  YEAR- 2005  English Language Course 2004  PACC, Karachi -Pakistan  LANGUAGES  **URDU : (Mother Tongue)**  Spoken : Fluent  Written : Proficient  **ENGLISH**  Spoken : Fluent  Written : Proficient  **PERSONAL DETAIL**   * S/O :M. Younus (Late) * Marital Status :Married * Nationality : Pakistani * DOB :06-02-1983 * N.I.C No : 42101-0260580-1 * Cell :+92-316-2000915 (PAK) * Email : [naveedyounus1983@gmail.com](mailto:naveedyounus1983@gmail.com) | **SYNOPSIS AND EARLIER CAREER HIGHLIGHTS**   * **Import/ Export Officer | Asst Manager Import Export Marketing & Int’l**   **Trades**   * **Asst Accountant (Good Luck Industries) | Assist to Manager & CFO** * **Tax Management | Sales tax and income tax** * **Teaching | Teacher / Writer**   **------------------------------------------------------------------------**  **OBJECTIVE**  **To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.**  **OVERVIEW** **I have years of diversified Professional Exposure in different fields of account and taxation and i am leading various depart of my company i.e. ACCOUNTS, SALES, PRODUCTION, IMPORT & HR as well.**  **------------------------------------------------------------------------**  **DETAILED WORK HISTORY Y**  **Account Officer : (Jan 2005 to Present)**  **Company : GOOD LUCK INDUSTRIES**  **Nature of Business : Manufacturing of Textile Accessories, Laces , Embroidery**  **RESPONSIBILITIES**   * Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor. * Voucher System. * Sales Tax Invoicing, maintain Sales , Purchase and stock records * Bank Reconciliation, Bank/ Cash Ledger * Maintaining A/c Receivable and Payable Account. * Maintaining Inventory and Stock records. * Prepare Financial Statement   **TAXATION : (Jan 2011- to Present)**  **I’m monitoring all taxation matters in Good Luck Industries After completing my MBA and taxation Courses.**  **RESPONSIBILITIES**   * Preparing & submitting monthly Sales tax Return on FBR portal * Preparing & submitting quarterly withholding tax Return on IRIS portal * Deducting/ collecting withholding tax on payments * Timely making a withholding tax payments and submitting * preparing and assist to CFO for making Annual return of company and for owners * Dealing with tax department regarding sales tax & income tax notices , preparing answers and documents against sales tax notices and audits.   **Import documentation : (Jan 2011 to present)**  **Company : GOOD LUCK INDUSTRIES**  **Good luck Industries is the one of those who introduced and import computerized embroidery machinery in Pakistan and now I am dealing all matters regarding import of machinery and raw materials from China, Korea, Japan, USA since 2011.**  **RESPONSIBILITIES**   * Communicating with suppliers, including quotation, Negotiation and order finalization * Coordinating with international purchase department after order confirmation for import activities and follow-ups till remittances * Work on WEBOC and PSW * Dealing with custom depart and clearing agent for releasing goods and materials. * Issue pay orders to collector of custom for custom duties and taxes.   **HR SUPERVISOR : (May 2016 – 2022 )**  **Company : GOOD LUCK INDUSTRIES**  **RESPONSIBILITIES**   * I thoroughly trained my assistants for working on EOBI Portal and SESSI online portal for updating workers bio data, contribution amount and other benefits. * Trained my staff regarding workers/ labor law and dealing with different government labor officers and departments .i.e. Director of Labor, director of health depart, EOBI and SESSI   **smart2dynamicPROFESSIONAL SKILLS**  **Dynamic**  **Smart & Computer Skills**     * Target driven Good at MS Office * Energetic Good at making presentation * Self-motivated Capacity for innovation * Ambitious * Desire to succeed * Well presented * Import/Export Skills * Trading Knowledge     X-----------X-----------X-----------X |