

# AAMIR ALI

Contact:

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## OBJECTIVE:

To secure a position of legal officer in dynamic, growth orient organization where my professional skills, qualities of fast learner and the passion to embrace new challenge everyday can be used on a continuous basis to harvest and reap mutual rewards.

## EXPERIENCE:

POSITION	ORGANIZATION	DURATION
Asst. Manager Accounts & Taxation	AWAN LAW ASSOCIATES	Aug -2015 to present
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• NTN preparation for Individual, AOP &amp; companies,</li><li>• Sales tax(FBR &amp; SRB), Registrar, WEBOC and KCCI chamber registration,</li><li>• Preparing quarterly and Final accounts (Balance Sheet, Income statement, Cash flow, &amp; Equity statement etc)</li><li>• Filing monthly Sales tax returns on FBR, SRB, PRA, KPRA, and BRA,</li><li>• Filing monthly deduction withholding income tax return,</li><li>• Filing annually and monthly salary income tax return,</li><li>• Filing advance tax return quarterly,</li><li>• Preparing and filing annual income tax return,</li><li>• Preparing import documents also on WEBOC and documents as required by SBP,</li><li>• Preparing Tax audit documents,</li><li>• Preparing Other management required reports,</li><li>• Filling online correspondence to notice,</li><li>• Preparing and filing proper correspondence to notices from departments,</li><li>• Monitoring the performance of Accounts and other related departments &amp; keep updating with tax and other audit requirement.</li></ul>		

## QUALIFICATION/CERTIFICATES:

DEGREE/CERTIFICATE	INSTITUTE	GP/DIVISION/STATUS	YEAR
C.M.A- Managerial Module	ICAMP Karachi	Appearing	
M.B.A (Finance)	KASBIT Karachi	2 <sup>nd</sup> Division	2015
B.com (Banking & Finance)	SALU Khairpur	1 <sup>st</sup> Division	2012

## COMPUTER SKILLS:

Accounting Software:	SAP, Tally, & Peachtree
Application Software:	MS Office (Word, Excel, PowerPoint)

**LANGUAGES:** Urdu & English

**REFERENCES:** Will be provided on request.