



# TARIQ SHAHZAD ACCA

CERTIFIED FINANCE & ACCOUNTING PROFESSIONAL

## SUMMARY

- Goal driven and dynamic finance and accounting professional possessing immaculate knowledge of advanced financial management, financial accounting, taxation, accounts reconciliation, advanced audit and assurance
- Level-headed professional with blend of academic credentials, international certifications, analytical agility and relentless enthusiasm towards accounting systems and business internal controls, capable of executing measures to maintain consistency in internal controls as per company's objectives to show commitment and pride in work
- Efficient and competent team player. Capable of flourishing refined teamwork situations and leadership positions. Has competency in domains of presentation, communication skills and interpersonal skills

## AREAS OF EXPERTISE

- Finance & Accounts
- Financial Management
- Financial Analysis & Reporting
- Accounts Reconciliation
- External & Internal Audit
- Direct & Indirect Tax
- IAS & IFRS
- Business Internal Controls
- Research & Analysis
- Planning Skills
- Interpersonal Skills
- Communication Skills

## CONTACT DETAILS

Mobile: +92 342 2125 572  
E-mail: [tshahzad2013@gmail.com](mailto:tshahzad2013@gmail.com)  
LinkedIn: <https://bit.ly/tshahzadACCA>  
Date of Birth: January 19, 1991  
Address: A.P.P Employees Co-operative Housing Society  
Gulistan-e-Jauhar Block 8, Karachi, Pakistan

## WORK EXPERIENCE

### ASSISTANT MANAGER FINANCE & ACCOUNTS

**Pak Vitae (Private) Limited, Karachi, Pakistan**

**April 2019 - June 2020**

- Assisted in preparation of Financial Statements and Management Reporting
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, settlements, etc.
- Reconciled all general ledgers & performed bank reconciliations. Managed funds, intercompany reconciliations and cash flow positions
- Maintained fixed assets register and fixed assets schedule as per company's guidelines
- Effectively performed pre-audit procedures against invoices and bills to ensure accuracy and appropriateness prior to payments
- Verified all expenses reports and ensured compliance with company's policies
- Managed company's Provident Fund position
- Liaised with the Tax Consultant for drafting, preparation and submission of Vendors' tax PSID and WHT challans and reconciliation with general ledgers
- Liaised with the Suppliers and Banks
- Coordination with Manager Compliance for proper recording and documentation of records for external & internal audit

### SENIOR EXECUTIVE FINANCE & ACCOUNTS

**Imperial Developers & Builders (Pvt.) Limited, Karachi, Pakistan**

**July 2017 - April 2019**

- Prepared Financial Statements as per International Financial Reporting Standards (IFRS) under supervision of Manager Finance
- Efficiently responded all suppliers'/contractors' inquiries. Ensured accurate reconciliation of suppliers' accounts with suppliers' statements
- Reconciled all accounts payable data and ensured accuracy in general ledgers
- Effectively performed bank reconciliations and maintained all general ledgers
- Drafted and submitted monthly sales tax returns. Processed and submitted e-filing of weekly withholding tax (WHT) statements and reconciled withholding tax (WHT) payments with general ledgers
- Efficiently prepared workings for audit proceedings of Income Tax for Federal Tax Authorities
- Liaison with external auditors during completion of statutory financial audit

### AUDIT SENIOR

**KPMG Taseer Hadi & Co., Karachi, Pakistan**

**August 2014 - January 2017**

- Successfully rendered support in performing external audit of well-known companies such as Pakistan International Airlines Corporation Limited, Merck Pharmaceuticals Private Limited, Pak Arab Refinery Limited, Dolmen Private Limited and International Complex Projects Limited
- Efficiently documented audit files, checked audit reports and performed external audit procedures for enhancing system efficiency and improving operational processes
- Developed professional relationship with the clients, identified control deficiencies and provided recommendations for strengthening internal controls
- Assisted junior team members and reviewed working papers during audit assignments

## EDUCATION

**OXFORD BROOKES UNIVERSITY, UNITED KINGDOM**

**BSc (Hons) – Applied Accounting (2010 – 2015)**

**ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS, UNITED KINGDOM**

**ACCA – Member (2010 - 2013)**