

Dear Sir/Madam,


This letter is to introduce me for an available position in your organization. My diversified and in-depth professional work experience of 6 years has enabled me to present myself as a potential candidate for a suitable position in your organization that can fulfill my need for continual professional development and provide an opportunity for career growth.

Being **Manager Accounts & Finance (Karachi Office)** at **Ahmed Jaffer & Company (Private) Limited** and served as an **Audit Senior** at **Naveed Zafar Ashfaq Jaffery & Co. Chartered Accountants** - a member firm of Prime Global International, I had diversified professional experience to provide top management with professional advice on accounting, financial and taxation issues, supervising and conducting statutory audits, review engagements, cost audits, internal audits, tax assignments, special assignments and net capital balance certificates of Stock Exchange Members. This exposure to a wide spectrum of clients with a variety of work experience has provided me with an insider view of the key business processes within an organization, accounting and internal control system, corporate governance and regulatory as well as accounting framework of an array of industries. Apart from this I have an expert level hand on MS Office applications especially on excel and can easily manage any ERP or other Enterprise software. Equally important, it has enriched me professionally and equipped me with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner.

I have elaborated details of my qualifications, experience and personal information in a CV attached with this letter. It will be a pleasure discussing these further in person. Please feel free to contact me at syedsalmansohail@gmail.com or +92 345-3282010

Best Regards,

Syed Salman Sohail

Syed Salman Sohail		
Date of birth	April 14, 1988	
Nationality	Pakistani	
Marital status	Married	
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Residence	Flat no. C-3, First floor Bhayani Heaven, Block – K, North Nazimabad, Karachi.	Email syedsalmansohail@gmail.com

CAREER OBJECTIVE

Seeking a challenging position that will utilize both my educational background and professional experience to contribute towards the organization's goals and simultaneously provide excellent opportunities for career development and personal growth.

PROFESSIONAL EXPERIENCE

My Professional Experience	Period of Affiliation
<ul style="list-style-type: none"> Engaged as Manager Accounts & Finance (Karachi Office) in Ahmed Jaffer & Company (Private) Limited 	October 2017 till date
<ul style="list-style-type: none"> Engaged as an Audit Senior in Naveed Zafar Ashfaq Jaffery & Co. Chartered Accountants (a member firm of Prime Global International) 	September 2013 to September 2017

GENERAL RESPONSIBILITIES AND KEY TASKS

➤ **Ahmed Jaffer & Company (Private) Limited.**

I am currently associated with the said Company. My responsibilities broadly include the following:

- Provide top management with professional advice on accounting, financial and taxation issues.
- Responsible for dealing and maintaining relationship with banks, vendors, customers and employees, tax advisors and auditors.
- Maintain accounting, financial, taxation and corporate records.
- Make reply to show cause notices of Income tax and Sales tax
- Maintain appropriate insurance coverage.
- Ensure that the company complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirement of auditors.
- Monitor cash balances
- Invest Funds.
- Report financial results to the board of directors.
- Coordinate with staff at other branch offices.

➤ **Naveed Zafar Ashfaq Jaffery & Co. Chartered Accountants (a member firm of Prime Global International)**

I gained diversified experience in external audit and other specialized areas, served as an Audit Senior in the **Audit and assurance** and Tax Trainee in the **Tax department**. Working thereon, I obtained diversified **assurance and tax experience**.

- Led statutory audits of various business organizations.
- Prepared financial statements as per the requirements of International Financial Reporting Standards and repealed Companies Ordinance 1984.
- Led interim review engagements of various business organizations.

- Led review engagements of compliance with the requirements of code of corporate governance applicable on companies listed on Pakistan Stock Exchange Limited.
- Prepared net capital balance of brokerage houses of Pakistan Stock Exchange.
- Worked on special assignment.
- Performed cost audits.
- Performed tax assignments particularly **replying to show cause notices of Income tax and Sales tax of various cases.**
- Experienced in **filing monthly withholding tax statements u/s 165 and u/s 149 under Income Tax Ordinance, 2001 and monthly sales tax returns under Sales Tax Act, 1990 and Sindh Sales Tax on Services Act, 2011** of multiple organizations.
- Experienced in **filing annual income tax return** of various Companies, AOPs and Individuals.

My responsibilities broadly include the following:

- Engagement planning and supervision, including meeting stringent deadlines, review of field work and on-job professional development of staff;
- Assessing industry and business risks, coordinating with professionals of various fields and decision making for resolution of critical reportable matters;
- Client relationship management;
- Manage coordination between clients' representatives and partners during engagements;
- Manage and control firm wide and engagement specific quality control policies and procedures;
- Attending meetings with higher management to discuss the audit issues, covering letter and management letter points;
- Prepare detailed reports on audit findings and make recommendations to improve organization's accounting, operating and management practices, controls and systems;
- Assisting companies in preparing income tax provision in accordance with Income Tax Ordinance, 2001;
- Assisting clients in preparation of financial statements in accordance with International Financial Reporting Standards (IFRS), corporate laws, listing regulations and other directives of regulatory authorities.

AUDIT & ASSURANCE ENGAGEMENT

Manufacturing Industry	<ul style="list-style-type: none"> • Power Cement Limited • Din Industries Limited • Taha Spinning Mills Limited • Haji Mohammad Ismail Mills Limited • Johnson & Phillips (Pakistan) Limited Provident Fund • Shahsons (Private) Limited • Shahab Industries (Private) Ltd
Service Industry	<ul style="list-style-type: none"> • Ahmed Jaffer & Co (Private) Limited • InterGraphics C&A (Private) Limited
Trading organization	<ul style="list-style-type: none"> • Nadeem International (Private) Limited • Indus Lube Oils Company (Private) Limited
NGOs	<ul style="list-style-type: none"> • Ahmed E.H Jaffer Foundation • Institute of Corporate Secretaries of Pakistan (ICSP)
Commercial Importer	<ul style="list-style-type: none"> • Nizam Energy (Private) Limited
Financial Services	<ul style="list-style-type: none"> • Invest One Markets Limited
Others	<ul style="list-style-type: none"> • Din Properties (Private) Limited • Pakistan Cardiac Society

OTHER ASSIGNMENTS

Income and Sales Tax	<ul style="list-style-type: none"> • Experienced in replying to show cause notices of Income tax and Sales tax of various cases. • Experienced in filing monthly withholding tax statements u/s 165 and u/s 149 under Income Tax Ordinance, 2001 and monthly sales tax returns under Sales Tax Act, 1990 and Sindh Sales Tax on Services Act, 2011 of multiple organizations. • Experienced in filing annual income tax return of various Companies, AOPs and Individuals.
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Cost Audit	<ul style="list-style-type: none"> Attock Cement Pakistan Limited Power Cement Limited
Special Assignment	<ul style="list-style-type: none"> Trade Development Authority of Pakistan (TDAP). This assignment pertains to scrutiny and verification of claims regarding inland freight subsidy on export of sugar of 53 sugar mills.
Internal Audit	<ul style="list-style-type: none"> Signature Travel & Tours (Private) Limited
Net Capital Balance Certificates	<ul style="list-style-type: none"> Topline Securities Limited Shajar Capital Pakistan (Private) Limited

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

Qualification	Institute	Year	Status
Certificate in Accounting and Finance (CAF) / CA Intermediate	Institute of Chartered Accountants of Pakistan (ICAP)	2014	4 papers to qualify CAF / CA Intermediate
PIPFA Finalist	Pakistan Institute of Public Finance Accountants (PIPFA)	2018	1 paper to qualify
Bachelors in Commerce	University of Karachi	2011	1 ST Division
Intermediate with Commerce	Government College of Commerce and Economics	2006	Grade A
Matriculation with Science	Progressive Children's Academy	2004	Grade A+

PROFESSIONAL DEVELOPMENT AND TRAINING

- Attended various in-house training sessions organized by NZAJ.
- Delivered Presentations at Al Hamd Academy.

IT PROFICIENCY

- Day to day use of Microsoft Word and Excel for the development of reports, working papers, and other documentation.
- Experienced in QuickBooks Online
- Various others automated accounting packages (Sidat Hyder, Peachtree)

SOCIAL SKILLS

- Good interpersonal communication skills.
- Ability to handle jobs independently.
- Proficient in meeting deadlines.
- Ability to handle pressure.
- Good managerial and administrative skills.
- An effective team player.
- Proficient in use of MS. Office.

REFERENCES

References will be provided on request.

AVAILABILITY

Fifteen days' notice period

