

# SHAMEEL IQBAL

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## ***CAREER OBJECTIVE***

Seeking a position where extensive experience will be further developed & utilized.

## ***PROFESSIONAL EXPERIENCE***

### **QUETTA TEXTILE MILLS LIMITED (Sr. Accounts Executive)**

**Sep**

**2015 - Present**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Responsible for all accounting work necessary to insure Accounts Payable are processed in a timely and efficient manner.
- Responsible for the maintenance of the accounts payable ledgers by checking invoices, requisitions, accounts, orders, and the distribution of charges.
- Prepare monthly Accounts Payable reports.
- Responsible for the maintenance of the accounts receivable ledgers by checking invoices, input receipts and adjust withholding taxes.
- Ensure all staff related payments that require adjustment to payroll are recorded accurately in a timely manner and processed through the monthly payroll.
- Update and prepare monthly FBR portal withholding tax detail.
- Prepares routine journal entries and year end accrual entries for processing.
- Submission of weekly withholding taxes on supplies, services, rents to government treasury.
- Manage and process petty cash and its vouchers.
- Process rental payment for Office Premises.
- Performs related work as may be required.

### **ARTISTIC DENIM MILLS LIMITED (Accounts Officer)**

**Sep 2014**

**- Sep 2015**

- Responsible for overall administration of Accounts Payable & Receivables section.
- Preparing monthly balance sheet schedules such as A&P accruals schedules and other accruals schedules.
- Preparing monthly vendor reconciliation.
- Ensure the accuracy of calculations, check that all supporting documents are attached and appropriate GL accounts have been used.
- Handling all vendors' correspondence and queries.
- Receiving the list of the suppliers to be paid.
- Processing petty cash advances, petty cash expenses and adjustment payments.
- Record all cheques.
- Keeping the track of all cheques which are sent for signatures.

- Coordination of audit and tax matters with external auditors.
- Maintain banks' reconciliations.
- Posting of staff & workers' salaries.
- Make Full & Final settlement of resigning employees.

### **AL BARAKA BANK PAKISTAN LTD. (Finance Officer)**

**Oct 2012 -**

**Sep 2014**

- Proper book keeping of payment vouchers.
- Posting all types of expenses and centralized payments which included suppliers, services, brokerage & commission and branches rental.
- Withholding Tax deduction of u/s 153, 155, 231A, 231AA, 233.
- Processing construction, security, transportation, maintenance & other contract related payments.
- Processing travel related advances, hotel charges, ticket charges visa charges etc. and adjustments.
- Maintaining GL's of advances and suspense accounts.
- Processing staff related advances adjustments and reimbursements and other staff related payments.
- Update MIS Tax portal on monthly basis.

### **MUSHTAQ & CO. Chartered Accountants (Audit Executive) Jan 2009**

**- Jun 2012**

- Assisting on audits, mainly at client sites e.g. cash, fixed assets, trade payables and receivables;
- examining company accounts and financial control systems
- Assist in assuring audit practices conform to department and professional standards.
- Researching potential clients while in the office;
- Checking that financial reports and records are accurate and reliable.
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- Performs related works as and when assigned.

### ***EDUCATION***

<b><u>QUALIFICATION</u></b>	<b><u>INSTITUTE</u></b>	<b><u>YEAR</u></b>	<b><u>GRADE / DIVISION</u></b>
CPA	ICPAP	2018	Finalist
MBA (Finance)	KASBIT	2018	Cont.
C.A. (AFC Stage)	ICAP	2015	Passed
M.A. (Economics)	University of Karachi	2013	2nd
B.com	University of Karachi	2008	2nd
H.S.S.C	Bahria College	2004	B
S.S.C	A.B.C Public School	2002	A

### ***SKILLS & LANGUAGES***

- MS Office
- Complete hand on ERP (Sifat Hyder)

- English
- Urdu

### ***PERSONAL DATA***

**Father's Name:** Muhammad Iqbal  
**Date of Birth:** 23-11-1984  
**Nationality:** Pakistani  
**N.I.C. #** 42301-2433301-1  
**Religion:** Islam  
**Marital Status:** Single  
**Gender:** Male

### ***REFERENCES***

- 1. Muhammad Salman Arif, ACA**  
Manager Accounts  
Artistic Denim Mills Limited  
Plot No. 5-9 & 23-26; sector 16 Korangi Industrial Area, Karachi.  
Tel: 9221-111-236-236  
Cell: 92323-2199935  
E-mail: admaccounts@admdenim.com
- 2. Amir Zaheer**  
Manager Finance  
Quetta Textile Mills Limited  
Nadir House, I.I Chundrigar Road, Karachi.  
Tel: 9221-32414334  
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E-mail: amir@quettagroup.com
- 3. Zeeshan Ahmed Sheikh**  
Manager Finance  
Al Baraka Bank Pakistan Limited  
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