

Muhammad Shaheer Khan Niazi

House no. R-48, Sector 22,
Pioneer Fountain Phase I,
near Abul Hasan, Asphani Road,
Karachi.

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Personal Details

Father's name: Muhammad Safdar Khan Niazi

Domicile: Quetta (Baluchistan)

Date of birth: 29th April, 1992

Citizenship: Pakistan

Gender: Male

Status: Single

C.N.I.C: 54400-4588082-1

Domicile: Malir Karachi

Objective

To prove myself as a dynamic individual who is ready to learn, gain experience, succeed and use his academic knowledge, concepts and skills for the best of purpose in the professional environment of a dedicated organization.

Education

Academic Qualifications:		
Degree/certificate	Institution	Division/CGPA
ICMA	ICMA	Part qualified
B.B.A	Preston University	2.9
Intermediate in Commerce	General Mossa College, Quetta	2 nd
Matriculation	Fazia School, Samgunli, Quetta	2 nd

Computer skills

- MS-Office (MS-word, MS-PowerPoint & MS-excel).
- E-mailing and Researching tax related control documents.
- Busy Accounting System (BAS)
- Peachtree
- Quick Book
- Tally 9.0

CURRENT STATUS

Working as Finance Manager at **Speedy Container Terminal Port Qasim, Karachi June 2020**, my job responsibilities include the following:

- Finalization and submission of monthly sales tax return on FBR and SRB.
- Assessment, reconciliation and submission of quarterly **Advance tax compliance u/s 147**.
- Monthly internal audit.
- Costing of capital work in progress (CWIP).
- Feasibility reports for budgeting.
- Assessment of In-Bond & Ex-Bond GD duties, taxes, CFR value, Assessed value.
- Recovery of outstanding from the customers.
- Reconciliation and finalization of annual financial accounts.
- Reconciliation and submission of annual income tax returns.

Professional Skills

- I. S. O 9001 (Quality Control Management) certified.
- Presentation skills (give presentation several times on technical and non technical topics).
- Good team worker.
- Decision making and problem solving skills.
- Group leadership skills.
- Quick learner.

Professional Experience

Senior Tax Supervisor /Supervisor Audit

F.R. Merchant & Co. Chartered Accountants (September 2016 to –May 2020)

- Preparation of documentation regarding letter of credit opening and submission of documents to bank on behalf of client
- Correspondence with bankers of client regarding LC opening
- Preparation and e-filing of monthly statement of collection or deduction of Income Tax (under section 149 & 165)
- Preparation and e-filing of monthly sales tax return.
- Preparation and finalization of annual return of income of Individuals, Association of Persons (AOP) and corporate clients
- Preparation and finalization of income and sales tax compliances and corporate matters
- Conducting annual audit(s) of the client organization's financial statements.
- Ensuring compliance with relevant tax laws for the client organizations.
- Ensuring timely and accurate filing of all corporate and personnel tax returns.

- Recurring Internal Audit Assignments with a pre-defined scope.
- Book-keeping assignments.

Major External Audit Assignment:

- United Trading & Manufacturing (Private) Limited
- Sindh High Pressure Luminates (Private) Limited
- Sun Light Woods Products (Private) Limited
- Yusuf Industries Agri (Private) Limited
- Pressed Steel Industries (Private) Limited
- Prolink Consulting (Private) Limited
- K&N's Holdings (Private) Limited
- K&N's International (Private) Limited
- Fluid International Technology (Private) Limited
- Maple Pharmaceuticals (Pvt) Ltd
- Saylani Welfare Trust.

Major Internal Audit Assignment:

- Friends of Burn Center (Civil Hospital)
- Cybarea (Private) Limited

Major Stock Take Assignments:

I have also performed physical verification of inventories and then reconciling with the system. Overall physical internal controls were also evaluated and reported. During my tenure at F.R. Merchant & Co, I worked for the following clients.

- Maple Pharmaceuticals (Pvt.) Limited
- M. M. Feed mill (private) limited
- M. M. Marinie services private limited
- M. M. Rice mill (private) limited
- M. M. Flour mill (private) limited
- M.m. Real estates (private) limited
- Asia trade and transport (private) limited
- Jayson Foods (Private) Limited
- Fluid International Technology (Private) Limited
- Masoom Flour Mill (Private) Limited

Activities & Interests

- Book Reading.
- Current Affairs.
- Sports (Cricket, Football, and Volleyball).
- Volunteer works.

Reference

Muhammad Waqas Yamin FCA,
Waqas Yamin & Co.,
Chartered Accountants
Cell: 0345-2413037