IZZAT MUMTAZ

CONTACT

MOBILE:

+92 320 9471299

Date Of Birth:

23-12-1994

Address:

201-G, Groove Block, Paragon City Barki Road, Lahore - Pakistan.

Email:

izzatmumtaz@outlook.com

IT SKILLS

Office Management

- Ms. Word
- Ms. Excel
- Ms. Power Point Internet & Email

LANGUAGES

English Urdu Punjabi

HOBBIES

Books Reading Net Browsing

REFERNECE

Will be furnished on demand

OBJECTIVE

To make positive contribution as part of a dynamic and well reputed organization. Bringing sound business acumen along with technical, managerial, decision making and communication skills. I've a proactive, open minded, "self-starter" attitude with a strong desire to learn and find positive ways to stimulate and engage with people.

PROFESSIONAL EXPERIENCE

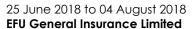
BSR (01st April 2021 to Present)

Adamjee Life Assurance



INTERNSHIP EXPERIENCE

14 May 2018 to 15 June 2018 **SONERI BANK LIMITED**



12 September 2018 to 24 October 2018 **SONERI BANK LMITED**







BSR (1ST APRIL 2021 TO PRESENT)

√ Key Responsibilities

- Scrutinize employee's files, experience certificates, qualifications, education certificates, salary, etc. as per company's guidelines.
- Issuance of Sales codes (Conventional & Takaful).
- Maintain employee records on Excel and physical files.
- SECP and NADRA verification for new candidates.
- Coordinate with relevant departments to solve sales recruitment queries.
- Receiving and updating requirements.
- Prepare Training Approval & Incomplete files list.

SONERI BANK LIMITED (12 SEP 2018 TO 24 OCT 2018)

√ Key Responsibilities

- Assist in preparation, e-filing and submission of sales tax returns, income tax returns and other tax filings
- Review withholding income tax challans and collect certificates and original income tax challans / CPR's
- Review withholding income tax statement after reconciling and verifying with general ledger and upload the data on web portal of FBR.

- Review shareholder's dividend withholding income tax with shareholders income tax reaister and e-file the statement
- Prepare tax budget based on budgeted profit and loss accounts and CAPEX budget
- Prepare and reconcile monthly fixed assets addition and disposal schedules for income tax computation
- Monitor annual advance income tax estimate/ quarterly selfpayment, after adjustment of outstanding determined/assessed refunds, and advise for obtaining
- Prepare monthly income tax, deferred tax, WPPF and WWF computations for the purpose of management accounts
- Provide update on legislations and industry practices covering income tax, sales tax and corporate law
- Respond to gueries and notices from the tax authorities

EDUCATION

M.Phil (Insurance & Risk Management)

Hailey College of Banking & Finance, Punjab University, Lahore.

B.B.A (Hon's) (Insurance & Risk Management)

Hailey College of Banking & Finance, Punjab University, Lahore.

Intermediate (General Science)

Lahore College for Women University, Lahore.

Matriculation

Board of Intermediate & Secondary Education, Lahore.

ACCOMPLISHMENT

- Recipient of Merit Scholarship for the BBA (Hon's) Degree 1st till 6th Semester.
- ✓ Prime Minister's Laptop Recipient.

SKILLS & ABILITIES

- ✓ Dedicated and responsible
- ✓ Self motivated & leadership skills
 ✓ Time management skills
- ✓ Target oriented & Never give up attitude
- ✓ Positive work ethic & team worker
- ✓ Command on English language; reading, writing, listening, speaking.