

# 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**



25 June 2018 to 04 August 2018  
**EFU General Insurance Limited**



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



## 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 register 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 self-payment, 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 queries 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.