



# Amir Kamal

Address: House No. 174 Molana Ahmad Ali Road, Near Roti Plant, Lal Masjid, Lahore, Pakistan.

Cell Phone: +92-303-4076304

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## Objective

To build career in the field of legal / corporate affairs where I can get the opportunities to prove my abilities by accepting challenges and enhancing my capabilities by fulfilling the organization goals.

## Work Experience

### ➤ Officer Corporate Affairs

Organization: Akhuwat Islamic Microfinance

Work Experience: 22 September, 2020 To Date

#### Major Job Responsibilities:

- AML/CFT Notices received from SECP NACTA 4<sup>th</sup> Schedule Persons/Organization
- Addition & Deletion of the proscribed Persons in the Company MIS.
- Checking rejected loan Applications on the basis of AML/CFT.
- Filing the STR-A to Financial Monitoring Unit.
- Submit the NFP-5 Form to SECP Monthly Basis.
- Submit the AML/CFT Quarterly Survey to SECP
- Filing the Form 29 if any change
- Preparation of Fit & Proper criteria of the Directors and CEO
- Visits to SECP, Directors & the other legal, corporate advisor
- Maintain the list of the agreements of the company.
- Any Other work assigned by the Company Secretary & Management.

### ➤ Import Officer

Organization: AAS ENTERPRISES Pvt Ltd (Import & Export Agent)

Work Experience: May 2019 To August 2020

#### Major Job Responsibilities:

Being directly reportable to Section incharge. Also CFO of the Company.

- Prepare tax sheet of each shipments according to Pakistan Custom Terrif and product HS codes.
- Prepare the estimated expense sheet of each shipments.
- Prepare the advance expense sheet and also demand amount from the client (Nestle)
- Keep the record of all shipments taxes, how much amount paid as tax and how much we receive from client (Nestle)
- Provide the details on monthly basis to client (Nestle) of tax record of each shipments. As per GD's.
- Preparation of the documents of Animal Quarantine and PSQCA if necessary for the shipments.
- Manage the records like filing of documents.

- Prepare the Expense Bills and service bills and dispatch to client (Nestle).

- **Executive Corporate Affairs**

**Organization:** Falcon Services private Limited (CORPORATE, SHARES REGISTRAR, TAX, FINANCIAL & MANAGEMENT CONSULTANTS)

**Work Experience:** (1-Years)

**Major Job Responsibilities:**

Being directly reportable to **Chief Executive**, my major responsibilities and tasks include the following;

- Providing assistance in holding meetings of Board of Directors as well as General Meetings of shareholders to Clients
- Fulfillment of general requirements of Companies Ordinance,
- Formation of Private & Public Limited Companies
- Filling of statutory documents with Registrar of Companies
- Correspondence with Share Holders, Stock Exchanges and Registrar/SECP.
- Notices to Shareholder/Publication in News Papers etc.
- Filing of tax returns of individual persons.
- Meeting with clients to prepare their account books. (Quickbook)



- **Accounts Officer (Trainee)**

- **Organization:** Ittehad Chemicals Ltd.

- **Work Experience:** March 2016 to November 2016

- **Major Job Responsibilities**

- In accounts payable section prepared the payment voucher for making the payment to suppliers in SAP.
- In accounts Receivables section the amount which company receive from the customers must debit and credit the accounts of customers and also debit the company Bank account.
- In Banking section dispatch the payment cheque to suppliers.

## **Academic Qualification**

- **Master In Commerce (M.Com)**

**Major Concerns:** Business Operations and Strategic Management, Business Finance, Organizational Behavior, Principles of Management, Principles of Marketing, Operation Management

**Institute:** National University of Modern Languages (NUML)

**Session:** 2016-2018

- **Bachelor of Commerce**

- **Major Concerns:** Banking, Accounting and Taxation

**Degree:** University of the Punjab.

**Institute:** Private

**Session:** 2012-2014

- **Intermediate of Commerce**

- **Major Concerns:** Banking Accounting and Taxation

- **Division:** 1<sup>st</sup>

- **Institute:** Private.

- **Class:** 2009-2011



## **Computer Skills**

- Able to work on any resource management, planning and reporting software.
- SAP, Quick Books

- Internet Surfing, E-Mailing

### Professional Traits

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- Tasks Management
- Coordination and Assistance
- Effective Communication
- Negotiation and Conflict Management
- Collaboration and Teamwork
- Quick Learner

### Personality Traits

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- Extroversion and Self-confident
- Loyal, Honest and Devoted
- Flexibility and Adaptability
- Self-Motivation and Determination

### Language Skills

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- Urdu
- English
- Punjabi

### Personal Information

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Father's Name : Muhammad Tahir Qayyum

Date of Birth: 02/11/1991

Permanent Address: House No. 174 Molana Ahmad Ali Road, Near Roti Plant, Lal Masjid, Lahore, Pakistan.

CNIC: 35202-7140871-5

Marital Status: Single

Gender : Male

Domicile: Lahore, Punjab

Nationality: Pakistani

### References

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- Will be furnished on demand.