

COVERING LETTER

Hafiz Muhammad Shahan Khan

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Dear Recipient,

My full name is Hafiz Muhammad Shahan Khan and I am an active ACCA member with sixteen years of education in taxation, finance, and business administration. I am also a Certified Tax Advisor from ICT, and am pursuing ICMA. My future ambition is to complete the CFA qualification as a final step in my professional journey.

In addition to my strong finance and taxation background, I have gained expertise in various software, including QuickBooks, SAP FI (R/3), Microsoft Dynamics 360, Peachtree, Yardi & MRI. I am also proficient in Microsoft Office for data evaluation and reporting.

With around 9 years of experience, I have worked in supervisory roles across different industries, managing teams ranging from 2 to 12 members. My experience spans multiple sectors and countries, including the USA, Pakistan, China, Canada, and India. I have extensive hands-on experience with US and Pakistani taxation, bookkeeping, financial statement finalization, and tax filings. I have also been involved in budgeting, financial projections, and finalizing BOQs for construction projects.

As a part time, I also manage a sole proprietorship and private limited companies specializing in return filing and bookkeeping services. My clientele includes software houses, hotel service businesses, real estate firms, jewelers, and salaried individuals. Additionally, my company provides comprehensive support in SECP compliance, business incorporations, and both sales tax and income tax return filing. This hands-on experience has equipped me with a deep understanding of financial regulations and tax obligations, allowing me to deliver accurate and efficient solutions to diverse businesses.

Currently, I am working as AM of Finance at Even Digits Consultancy, a Canadian firm, where I handle transaction recording for a property portfolio with over 200 tenants and 7 portfolios. Prior to this, I worked at Breaktime Corner Market LLC, a US-based company, where I prepared financial statements, financial projections, and property tax assessments. I also spent 5.5 years with a Chinese firm, managing their financials, tax filings, and statutory compliance.

I am confident that my diverse experience, expertise in taxation and finance, and proficiency with financial software make me a strong candidate for the Finance & Tax Supervisory Role. I look forward to the opportunity to contribute to your organization and discuss how I can add value to your team.

Thank you for considering my application.

Sincerely,

Hafiz Muhammad Shahan Khan

HAFIZ MUHAMMAD SHAHAN KHAN

ACCA (Member) | SAP FI | BCOM | CTA

CONTACT



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SKILLS

- Self Learner
- Highly Focused
- Task-Oriented
- Teamwork
- Good Communication
- Innovative
- Adjust in Formal/Informal Culture

SOFTWARE

- MS Office / Office 365
- SAP
- Microsoft Dynamic 365 (ERP)
- Intuit Quickbook (Desktop)
- Power BI
- Peachtree
- Yardi (Canadian ERP)
- MRI (Canadian ERP)
- Google Workspace
- Adobe Photoshop/Illustrator

PROFILE

I am a professionally oriented person with a sound academic background and experience. I am very ambitious and willing to work very hard to enhance my career in the Taxation, Finance & SAP Implementation Department where I can serve myself as a Supervisor, Power User, or Consultant. Additionally, I have five years of experience in Auditing, Finance, Taxation, and Corporate Reporting departments in different industries. I can assure you of my loyalty, integrity, and honesty in compliance with the ACCA code of ethics and other statutory regulatory bodies.

EDUCATION

DEGREE : ACCA (Member)
MAJOR : AFM & ATX
INSTITUTE : ACCA GLOBAL
PASSING YEAR : 2024

CERTIFICATE : Certified Tax Advisor (CTA)
MAJOR : Taxation of Pakistan
INSTITUTE : ICT
PASSING YEAR : 2025

CERTIFICATE : SAP 4 HANA (Implementation/Power User)
MAJOR : FINANCIAL ACCOUNTING MODEL (FI)
INSTITUTE : EXCELLENCE DELIVERED EXD PVT LTD
PASSING YEAR : 2022

DEGREE : B.COM
MAJOR : ACCOUNTING/ AUDIT/ TAXATION
INSTITUTE : KARACHI UNIVERSITY
PASSING YEAR : 2020 (SECOND DIVISION)

DEGREE : INTERMEDIATE (PRE ENG)
MAJOR : MATH/ PHYSIC/ CHEMISTRY
INSTITUTE : NABI BAGH ZM GOVT SCIENCE COLLEGE
PASSING YEAR : 2013 (D GRADE)

DEGREE : MATRIC (SCIENCE)
MAJOR : MATH/ PHYSIC/ CHEMISTRY/ BIOLOGY
INSTITUTE : BABA CAMBRIDGE SECONDARY SCHOOL
PASSING YEAR : 2011 (B GRADE)

DEGREE : HIFZ UL QURAN
MAJOR : QURAN E PAK
INSTITUTE : IQRA ROZATUL ATFAL
PASSING YEAR : 2007 (B GRADE)

PROFESSIONAL EXPERIENCE

ASSISTANT MANAGER ACCOUNTS & REVENUE

Even Digits Consultancy Pvt Ltd | Canadian Firm | Apr-24 to Present (1 Year)

AT PROPERTY MANAGEMENT DEPARTMENT

Key Responsibilities:

- Finalized monthly, quarterly, and year-end financial statements, including cash flow reports, for submission to the Property Manager and CFO.
- Reviewed and processed both recoverable and non-recoverable OpEx, CapEx, and Tenant Improvement Allowances (TIA), ensuring accurate classification and posting to appropriate GL accounts.
- Allocated and recovered CAM, property tax, and direct tenant chargebacks prior to revenue accruals, supporting accurate monthly PMF recognition.
- Maintained and updated monthly schedules for CapEx amortization, mortgages, and realty taxes to support financial planning and reporting.
- Finalized working papers and developed recovery models for budgeting OpEx allocations and calculating correct per-square-foot (PSF) recoveries from tenants.
- Verified revenue transactions and rent rolls across property portfolios by cross-referencing tenant agreements and LOIs, ensuring integrity in financial reporting.
- Investigated and explained monthly income and expense variances for assigned properties to support management decision-making.
- Performed monthly bank reconciliations across multiple properties, maintaining accuracy and completeness of financial records.

AT REVENUE DEPARTMENT

Key Responsibilities:

- Calculated property operating costs, commission income, and legal charges for tenant recoveries; analyzed variances by comparing actual expenses to budgeted figures to support revenue accuracy and cost control.
- Reviewed and finalized lease IDs to ensure correct allocation and recording of income, including rent, CAM, taxes, utilities, and other recoverable charges.
- Prepared and distributed Asset Management Approval Forms by extracting key data from LOIs and lease agreements to support accurate lease ID setup and enable owners to monitor effective property management.
- Generated detailed Rent Rolls and RANs to ensure accurate and timely tenant billing in accordance with lease terms and financial schedules.
- Performed recovery audits for newly acquired assets to verify expense allocations, validate recovery charges, and ensure alignment with lease agreements.

ASSISTANT MANAGER (Corporate Finance Department)

Breaktime Corner Market LLC | US Firm | Oct-2023 to Jun-2024 (9 Months)

Key Responsibilities:

- Prepared and analyzed quarterly and annual financial statements, ensuring accuracy and compliance with regulatory standards.
- Developed comprehensive financial projections and forecasts, enhancing strategic planning and decision-making processes.
- Managed property tax filing and rendition appraisals for compliance with state regulations in the USA.
- Oversaw franchise tax filings to ensure timely and accurate submissions in accordance with local regulations.
- Recorded and reconciled construction and gas station transactions using QuickBooks, maintaining financial accuracy and integrity.
- Performed bank reconciliations to ensure consistency between bank statements and financial records.
- Liaised with county and state government agencies regarding property valuations and franchise tax matters and coordinated with lawyer for filling of annual returns for LLCs.

PROFESSIONAL EXPERIENCE

ASSISTANT MANAGER FINANCE & TAXATION

Hebei Research Institute of Construction Limited | Chinese Firm | May-2018 to Sept-2023 (5.5 Years)

Key Responsibilities:

Taxation Department

- Generated PSIDs monthly for all provincial and federal tax obligations & filed Withholding Statements monthly under Sections 165(1) & 149 of the Income Tax Ordinance (ITO) 2001.
- Submitted Provincial and Federal Sales Tax Returns on a monthly basis, maintaining adherence to tax regulations.
- Prepared and filed Annual Income Tax Returns, ensuring timely and accurate tax reporting.
- Computed annual tax and deferred taxation for audited financial statements, facilitating accurate financial reporting.
- Managed compliance and response to FBR audit notices under Sections 177(1) & 176(1) and withholding tax notices under Sections 44(4) & 161(1A)/205 of ITO 2001.
- Liaised with FBR and SRB for the registration and modification of Form 181, and for filing Forms C, I, & R, ensuring regulatory compliance.

Key Responsibilities:

Finance Department

- Prepared final accounts and performed necessary adjustments, ensuring accuracy and completeness of financial statements.
- Conducted monthly aging and bank reconciliations, maintaining financial accuracy and integrity.
- Recorded and finalized accounting transactions in General Ledgers, ensuring accurate financial records.
- Processed payroll including EOBI payments and tax deductions on a monthly basis, ensuring compliance with employment regulations.
- Monitored project-specific spending and budgets, ensuring alignment with financial plans and objectives.
- Oversaw centralized management of funds and cash flow, optimizing financial resources and liquidity.
- Assisted in project costing and finalized BOQs for each settlement, ensuring accurate cost management and project evaluation.

Key Responsibilities:

Corporate & Other Task

- Filed statutory SECP Forms A, 1, 21, 28, & 29 for Private Limited Companies, ensuring compliance with corporate regulations.
- Submitted SECP Forms 38 to 43 and enclosed Forms III & V for branch offices, maintaining accurate and compliant filings.
- Managed registrations with EOBI, Board of Investment, SECP e-filing, NTN, & STRN, ensuring proper documentation and compliance.

TRAINEE AUDITOR

AA BAIG & CO. | Karachi | Oct-2017 to Apr-2018 (7 Months)

Key Responsibilities:

- Participated in pre-audit and post-audit planning, contributing to the development of audit strategies and action plans to ensure comprehensive coverage and effective resolution of audit findings.
- Participated in the finalization of statutory audits and related audit adjustments, contributing to the review process, ensuring regulatory compliance, and assisting in the implementation of necessary adjustments to address audit findings.
- Prepared detailed reports on discrepancies and management comments, documenting findings and providing actionable recommendations to address issues and improve financial processes.
- Reviewed financial documents and reports to ensure accuracy and compliance with relevant standards and regulations.
- Compiled, verified, and analyzed spreadsheet data, ensuring data integrity and accuracy for informed decision-making.
- Evaluated company accounts and financial control systems, identifying areas for improvement and ensuring robust financial oversight.

PROFESSIONAL EXPERIENCE

ACCOUNTANT/ ADMIN OFFICER

Al Rehman Enterprises | Karachi | Jan-2014 to Dec-2015 (2 Years)

Key Responsibilities:

- Maintained comprehensive accounting records and documentation, including invoicing, general ledger postings, reconciliations, cash and bank transactions, petty cash management, and other legal documents.
- Served as a liaison between customers and the company, addressing inquiries and resolving issues to ensure positive client relationships and satisfaction.
- Performed general administrative office tasks, supporting daily operations and contributing to overall office efficiency.

FREELANCE ASSIGNMENT

CURRENT CLIENTEL

- i. **1UNICON RESORTS PVT LIMITED**
 - Bookkeeping
 - SECP Compliance
 - Annual Return
 - WHT Statement & Other tax compliance
- ii. **AMAN (NPO)**
 - Tax Compliance
 - Exemption Certificate
- iii. **WIJDAAN STUDIO (Sole Proprietorship)**
 - Annual & Quarterly Financials
 - Annual Return Filing
- iv. **MEXICON SOLUTION (Sole Proprietorship)**
 - Annual Return