

MUHAMMAD AFZAL

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WORD FOR THE READER

WITH HARDWORKING, EXCELLENT LEARNING SKILLS, GOOD ANALYTICAL SKILLS, KEEN TO ENHANCE TAXATION SKILLS, I FEEL CONFIDENT THAT I WOULD BE A PRECIOUS INTEGRAL ASSET FOR ANY GROWING ORGANIZATION.

Professional Qualification

- **Associate Public Finance Accountant (APFA) PIPFA**
- **Bachelors in Commerce (B.Com) University of Karachi**
- **Corporate Tax Virtual Case Experience (PwC Switzerland)**
- **Advance Diploma in International Taxation (ADIT) in progress**

Work Experience

ALIF Investment (Manager Accounts & Taxation). Since Oct-2020

- Oversee all aspects of accounting and taxation functions, including financial reporting, budgeting, and tax planning.
- Lead a team of accounting professionals to ensure accurate and timely preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Develop and implement tax strategies to optimize the organization's tax position, minimize tax liabilities, and ensure compliance with local and international tax laws.
- Conduct tax research and analysis to stay abreast of changes in tax regulations and assess their impact on the organization.
- Coordinate with external auditors and tax authorities during audits and examinations to provide necessary documentation and support.
- Collaborate with cross-functional teams to streamline processes, enhance internal controls, and improve financial reporting accuracy.
- Prepare and submit statutory filings, including corporate tax returns, GST returns, and other compliance requirements.
- Provide financial analysis and insights to senior management to support strategic decision-making and business growth initiatives.

Al-Hadi Textile (Pvt) Ltd. (Assistant Manager Accounts) Oct- 2017 to Sep-2020

- Managed day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger maintenance.
- Prepared monthly financial statements and variance analysis reports to monitor financial performance and identify areas for improvement.
- Conducted reconciliations of bank accounts, vendor accounts, and intercompany transactions to ensure accuracy and completeness of financial records.
- Assisted in the implementation of accounting software systems to streamline processes and improve efficiency.
- Participated in annual budgeting and forecasting processes, providing insights and recommendations to management.

Housing Directorate Lahore *Public Sector* (Apr-2013 to May-2015)

Senior Accounts Officer (Contractual)

- Manage the payroll and allowances of all Contract Employees (CEs), ensuring accurate and timely processing of payments in compliance with organizational policies and regulations.
- Maintain comprehensive records of office equipment, including procurement, maintenance, repairs, and disposals, to track asset utilization and ensure proper accounting.
- Conduct periodic visits to stores located at various sites to assess inventory levels, reconcile stock discrepancies, and identify procurement needs to support ongoing operations.
- Verify material requisition requests and supplies received against purchase orders and contracts to ensure compliance with specifications and budgetary constraints.
- Verify work certified by contractors and vendors, reviewing invoices, progress reports, and completion certificates to authorize payments and verify the quality of work performed.
- Provide direct reporting and administrative support to the Assistant Director of Works-1, including preparing reports, scheduling meetings, and coordinating communications with internal and external stakeholders.

NFRD Developers & Builders (NDB) Lahore

Construction Company Aug 2010- To Mar-13

Finance Officer

Key Responsibilities

- Verify material purchases by reviewing purchase orders, invoices, and delivery receipts to confirm quantity, quality, and pricing compliance with contracts and procurement policies.
- Conduct periodic visits to project sites to assess progress, inspect materials, and address any procurement or payment issues, ensuring adherence to project timelines and quality standards.
- Coordinate with site supervisors, contractors, and suppliers to facilitate smooth project execution, resolve issues, and ensure timely delivery of materials and services.
- Requisition funds from the head office as needed for project expenses, providing detailed justifications and budgetary requirements.
- Perform bank reconciliations to ensure the accuracy of financial records, identify discrepancies, and reconcile differences in balances.
- Adjust inventory in QuickBooks or other accounting software systems to reflect changes in stock levels, including receipts, usage, and adjustments.
- Manage inventory of construction materials, including procurement, storage, distribution, and inventory control measures to minimize wastage and optimize resource utilization.
- Verify work certified against relevant records, such as Running Account Records (RAR) or progress reports, to authorize payments and ensure compliance with contractual obligations.

Skills:

- Proficient in accounting software such as QuickBooks and Peachtree.
- Strong knowledge of international accounting standards (IFRS) and local tax regulations
- Excellent analytical and problem-solving skills
- Effective leadership and team management abilities
- Exceptional communication and interpersonal skills
- Detail-oriented with a focus on accuracy and integrity

LANGUAGE SKILLS: English - C1 | German - A2

COMPUTER SKILLS

- Well versed in Visual Basic database programming (VB 6.0 to VB.Net)
- Competent to handle E-Business matters including emails

REFERENCES AVAILABLE UPON REQUEST