

DEEPAK

House: 269. R.A Line Near Press Club Karachi.

Contact: **0331-2684454**

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OBJECTIVE:

Seeking a challenging career in the field of finance, Tax / Audit / Finance to get a position of responsibility, using my skills efficiency to communicate my ideas and views and commit myself for achieving organization objectives with the team effort and my positive attitude and performance.

EXPERIENCE:

- NAME OF EMPLOYER: **Jaffer Brothers (Pvt.) Ltd.** (Deals in Heavy Machinery, Fertilizers, Chemical, IT Products)
DESIGNATION: Senior Accounts Executive
DURATION: Working since Nov-2008
- Recording of Supplier / Vender Invoices.
- Prepare Cheques, letters, D. D's for vendors payment.
- Monitoring of expenses & revenues to meet matching concepts.
- Reviews multiple business & finance functions as per company standards.
- Internal audit reporting with findings.
- Monthly Bank Reconciliation.
- LC Liability setting off & coordinate with Bank.
- Reconcile supplier advances A/c with GL
- Reporting to audit head & GM finance regarding financial audit proceedings.
- Inter group reorganization or realignment of implication of direct / indirect taxes.
- Counselling and advice to all business divisions on GST issues on continuing basis.
- Ensure all tax laws / regulations strictly following up.
- Assistance to supervisor in compliance of notices issued time to time by tax authorities.
- Monthly sales tax returns for all group companies for FBR, PRA, SRB, KPRA, & BRA.
- Annual income tax returns of all group companies.
- E-payment of taxes for indirect & direct taxes both.
- Profile update as and when required of Companies registered on FBR, SRB, PRA, ICT, KPRA and
- Contributes to team effort by accomplishing related results as needed.
- Well conversant with Book keeping and Accounts.
- Inter Company / Inter Division Reconciliation with HO & Branches
- Issuing tax deduction certificates to employee's annual basis.
- Reconciliation of balance sheet control accounts on a monthly basis and at year end.
- Manage Month End procedures.

EDUCATION:

- Master of Commerce in Progress
- Bachelor of Commerce 2008
- Intermediate Science 2005
- Matric Science 2002

COMPUTER SKILLS & PROFESSIONAL CERTIFICATES:

- Financial Accounting Software Oracle.
- Certified tax management course 2014 on sales tax on services under Provincial taxation rules.
- Oracle based Software Indus Financial System.
- MS. Office (MS-Word, MS-Excel, MS PowerPoint, MS Outlook)

PERSONAL SKILLS:

- Self-motivated
- Multi-tasking
- Goal oriented
- Decision Making
- Problem Solving ability
- Control & Organized

PERSONAL INFORMATION:

- FATHER'S NAME: PARSHOTAM. F. VAGHELA
- C.N.I.C # 42301-5792459-3
- Date of Birth 08th August 1984
- DOMICILE / PRC: KARACHI
- MARITAL STATUS: MARRIED
- NATIONALITY: PAKISTANI
- RELIGION: HINDU.

REFERENCE:

Will be furnished on requested: