

ABDUL WAHAB ABBASI

03015288830

Awabbasi999@gmail.com

❖ S/o	Zahid Nawaz Abbasi
❖ Gender	Male
❖ D-O-B	15, July, 1999
❖ CNIC	37405-4335245-7
❖ Nationality	Pakistani
❖ Religion	Islam
❖ Domicile	Punjab
❖ District	Rawalpindi
❖ Address	House No. 60, New Parian, Satellite Town, Rawalpindi



OBJECTIVE;

Seeking a challenging position in Accounts & Taxation department, where my skills and abilities can be utilized efficiently; further more adding quality value for my employer. My appointment in any organization would be an addition of an honest, valuable, effective and efficient employee who would certainly contribute in the uplift of firm.

EXPERIENCE; (03 YEAR)

Accountant

Ali Zafar & Co. (Cost & Management Accountants)

Islamabad, Pakistan

Mar,21 to Now

Ali Zafar & Co Cost and Management Accountants is a management-consulting firm providing tax advisory services, Corporate Compliances, Internal and External Audit & Assurance services, Management Consulting services, Accounting systems & Payroll out sourcing services.

My Responsibilities were:

- Data entry and maintaining Petty Cash Book
- Income Tax & Sale tax Registration
- Filling of monthly Sale Tax Returns
- Filling of Income Tax Returns & withholding Statements of individuals, AOP & Companies
- Provincial Sale Tax Registration & Returns Filling (PRA, SRB, KPRA, BRA)
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Maintain accounts receivable and account payable record
- Maintain the records of bills.
- Sending bills to advertising agencies & regional offices.

Teacher Assistant

PMAS University

Rawalpindi , Pakistan

Feb, 2023 to July, 2023

Pir Mehr Ali Shah Arid Agriculture University is educational institute located in Rawalpindi

My Responsibilities were:

- Set up necessary material for classes (e.g. projectors).
- Track student attendance, class schedules and taking quiz from students.
- Review material taught in class with individual students with learning challenges
- Assist teachers with various tasks, like grading assignments.

- Help students adjust, learn, socialize and report to professor about possible behavioral issues.
- Handling basic administrative tasks

SKILLS:

Professional Skills

- MS office (Intermediately level)
- Sales tax & Withholding taxes e-filing on FBR portal
- Financial management
- Wealth management
- Budgeting
- Tax management
- Time management skill
- Interpersonal communication skill
- Hard worker and quick learner

EDUCATION;

	YEAR	BOARD/UNIVERSITY	Institute
MS Management Science	2021-23	PMAS Arid University Rawalpindi	PMAS Arid University Rawalpindi
BS-Commerce	2017-21	PMAS Arid University Rawalpindi	PMAS Arid University Rawalpindi
ICS	2015-17	BISE Rawalpindi	Future Degree College Rawalpindi
MATRIC	2013-15	BISE Rawalpindi	Allied School, Satellite Town, Rawalpindi

OTHER QUALIFICATIONS;

**English language &
Computer Basics Course**
From **RCC College**

Duration 02 Months

- Reading
- Writing
- Speaking
- Grammar

LANGUAGES;

Read
Write
Speak

- Urdu
- English