

# MUHAMMAD FAIQ SHAH

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*To achieve a lead position in the challenging, effective, environment using all my expertise in the field of Accounting & Finance, Cost & Budgeting, Taxation, and management.*

## Experience

1. OCT, 2023 – PRESENT

### **Accounting & Finance Officer at Olive City Associates Pvt Ltd | Islamabad Pakistan**

Reviewing daily bookkeeping, maintaining ledger accounts, preparing financial statements, and handling ad hoc reporting, manage payroll, ensure compliance with tax regulations, and oversee accounts payable/receivable. Additionally, I assist with financial planning, budgeting, and provide support for cash flow management.

2. MAY 2022 – AUGUST 2023 ONSITE | SEP 2023 – FEB 2024 REMOTE

### **Accounting & Tax Associate at Sabih Accounting Legal & Tax Inc. | Canadian Firm, branch in Peshawar Pakistan**

Responsible for daily bookkeeping and the preparation of monthly, quarterly, and annual financial statements. Additionally, I handle the preparation and filing of both Pakistani and Canadian taxes, ensuring compliance with relevant tax regulations in both jurisdictions.

3. FEB 2021 – APR 2022

### **Bookkeeping & Tax Intern at Leading Edge Business Consultant | Peshawar Pakistan**

Responsible for daily bookkeeping and assist in Pakistani taxes both in sales tax and income tax.

## Education

- 2023 – PRESENT | MBA – Finance | SZABIST University | Islamabad Pakistan
- 2020 – 2022 | M.com – Accounting & Finance | University of Peshawar | Peshawar Pakistan
- 2018 – 2020 | B.com – Accounting & Finance | University of Peshawar | Peshawar Pakistan
- 2016 – 2018 | DIT Short Course – Information Technology | Govt Commerce College | Swabi Pakistan
- 2016 – 2018 | D.com – Accounting | Muslim College of Commerce | Peshawar Pakistan
- 2014 – 2016 | SSC – Matriculation | WFGS Gadoon | Swabi Pakistan

## Skills

QuickBooks Accounting • ZohoBook Accounting • Wave Accounting • MS Office • Canadian Taxes (T1, T2, T3, T4) • Pakistani Taxes (Sales Tax, Income Tax, Withholdings) • Proficient with ERP Systems

## References

- Syed Mohammad Sabi | CEO SALT Inc. | [ceo@sabihfinancials.org](mailto:ceo@sabihfinancials.org)
- Malik Azeem Zafar | Director Operation Olive City Pvt | [malik.azeem@olivecityassociate.com](mailto:malik.azeem@olivecityassociate.com)
- Shaqib Rasool | Managing Director LBC | [lhcpak2007@gmail.com](mailto:lhcpak2007@gmail.com)