

ABDUL WAHAB

Current Address:

House No B-70, AL
Raheem Raza Ph-2,
near Safoora, Karachi

Cell phone: +923312943036

Email: larikwahab05@gmail.com



Summary:

Certified Taxation Specialist with a **Diploma in Taxation** from **IBA** Karachi. Graduate in BS Commerce (Hon's) Specialized in Finance, completed from the University of Sindh, also having 5+ years of expertise of Income Tax, Sales Tax, and VAT, Accounts&Finance, currently excelling at **Bridge Consultants Foundation (NPO)** in effectively navigating complex financial regulations and optimizing tax strategies.

Experience:

**Bridge Consultants Foundation (BCF)****Finance Assistant** (01 December 2023-Continue)

- Reconciling Bank Statement and Petty Cash at the end of month.
- Income Tax Deduction against vendor payments and making PSIDs for Tax submissions.
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Payroll sheets preparations and update the Salary Tax Status of the staff.
- Making Payments online by IBFT Sheets to Banks.
- Preparing vouchers and Cheques to release of funds.
- Posting Entries in QuickBooks software.
- Quarterly Withholding Statements filling before due time.
- Assisting to Finance Officer for different assigned tasks.

**Yousuf Adil & Co. Chartered Accountants.****Assistant Tax Consultant** (21 December 2022 to 30 November 2023)

- Replies the Notices of FBR authority before the due date & time.
- Withholding quarterly statement on specific time.
- Clients tax advisory to ensure to avoid notices and do legal compliances against them.
- Follow-ups of the cases in Tax Authorities in Federal Board of Revenue.
- Assisting to seniors and Managers on some special task like Law Clauses studies, Law Judgments and Income Tax Ordinance reference.

**Raza Siddiqui & Co. Chartered Accountants****Tax Associates** (09 May 2022 to 20 December 2022)

- Monthly Sales Tax GST and SST Filling on the Specific Time.
- Withholding quarterly and annually Statements (under section 149 & 165).
- Monthly/Weekly withholding PSIDs generation of the clients.
- Income Tax Return Annual Filling (Individual, AOP, Companies-Initial Basis)
- Knowledge about Sales Tax, Input Tax and Output Tax in the Ordinance Act 1990

Hm Indus Co.**Accounts Assistant** (05 June 2017 to 12 November 2020)

- Monthly Sales Tax GST and SST Filling on the Specific Time.
- Withholding quarterly and annually (under section 149 & 165).
- Monthly/Weekly withholding PSIDs generation of the clients.
- Income Tax Return Annual Filling (Individual, AOP, Companies Initial Basis)
- Knowledge of Sales Tax Input Tax and Output Tax in Sales Tax Ordinance Act 1990.
- Follow-ups FBR-Tax departments for Cases.
- NTN Modification (Business addition or Subtracting) and address updates.

Professional Certification:

<i>Particulars</i>	<i>Institute</i>	<i>Year</i>
Diploma in Taxation (DIT-5)	Institute of Business Administration(IBA)-Karachi	2023
MS Office 2010	Aptech Karachi	2017

Academic Education:

	<i>Particulars</i>	<i>Institute</i>	<i>Year</i>
	BS Commerce (Hons)-Finance	University of Sindh, Jamshoro	2016

Personal Information:

Marital status:	Married
Language Proficiency:	English, Urdu, Sindhi
Availability:	Month notice period.

Reference:

- Will be furnished upon request.