

Kamal Ahmed

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SKILLS

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|---------------------------|-----------------------|------------------------|------------------------|
| • QuickBooks | • Ms Excel | • ZohoBooks | • Data Entry |
| • Income Tax | • Bookkeeping | • Sales Tax | • Stock Taking |
| • Accounts Reconciliation | • Bank Reconciliation | • Financial Statements | • Inventory Management |

EDUCATION

- CAF Qualified (CA Inter)**
Institute of Chartered Accountants of Pakistan
2024
- HSSC**
FSC (Pre Engineering)
Board of Intermediate and Secondary Education Rawalpindi
2012
- SSC**
Science
Board of Intermediate and Secondary Education Rawalpindi
2010

WORK EXPERIENCE

- Tax Associate** Nov 2024 – Present
Iqbal Yasir & Co. (Chartered Accountant) Islamabad, Pakistan
- Job Responsibilities :**
- Filing of monthly sales tax returns.
 - Filing of quarterly withholding returns.
 - Filing of annual income tax returns.
 - Bookkeeping of different clients.
 - Preparation of financial statements.
 - Preparation of working papers.
 - Bank Reconciliation.
- Accountant** Nov 2019 – Nov 2022
Seraph Healthcare Rawalpindi, Pakistan
- Job Responsibilities :**
- Prepare financial statements.
 - Examine financial statements for accuracy.
 - Manage all accounting transactions.
 - Handle monthly, quarterly and annual closings.
 - Prepare and Reconcile accounts payable and receivable.
 - Ensure timely bank payments.
 - Prepare Bank Reconciliation.
 - Petty cash monitoring / recording.
 - Create and update expense reports Maintain digital and physical financial records.
- Assistant Accountant Cum Storekeeper** Dec 2016 – Oct 2019
JSK Distributors Rawalpindi, Pakistan
- Job Responsibilities :**
- Managing inventory.
 - Organising and maintaining stock.
 - Recording inventory received and issued.
 - Monthly Stock tacking.
 - Bank reconciliation.
 - Reconciliation of debtor and creditors accounts.
 - Record and categorise expenses.
 - Helping seniors in month end closing.