



Zahid Hussain Khan

Cell# +92-347-1206881

Email# zahidsajjad2015@gmail.com

Linkedin# www.linkedin.com/in/zahid-hussain-khan-

PROFESSIONAL PROFILE

A seasoned finance and accounting professional with a master's degree and ten years of working experience in a similar role, I can be relied upon to navigate complex financial landscapes with accuracy and enthusiasm. I have been consistently recognized for my contributions, receiving awards and accolades for my exceptional skills and dedication. My track record of elevating organizations and delivering remarkable results underscores my ability to excel with precision and professionalism.

WORK EXPERIENCE

Senior Executive Finance (Payment & Taxation)

23 Jul 2018 - Present

Pakistan Defence Officers Housing Authority, Karachi.

- Well aware of complete receipt and payment cycle.
- Assist in the preparation of Budgeting and Financial Reporting.
- Preparation of all kinds of vouchers i.e PV, BPV, JV, CPV, CRV
- Maintain and update suppliers/contractors' agreements before the agreed expiry date
- Preparation of comparative statements, minute sheets, and anx-C
- Deduction of WHT and SST Taxes while making payments and deposit in Govt. treasury after reconciliation and creating CPR
- Preparation of GST/SST Payable and GST Withheld Taxes reports along with input/output tax calculation
- Preparation of final settlement vouchers of employees and members.

Payment Officer (Payment & Receipt)

May 2016 - 20-Jul 2018

The Indus Hospital Health Network, Karachi

- Maintain and update petty cash daily with an imprest limit.
- Preparation of daily wagers salary
- Preparation of vendors/suppliers' payments independently
- Assist in the preparation of staff payroll
- Accurately calculate and deduct WHT (Withholding Tax) and SST (Sindh Sales Tax) in compliance with applicable taxation laws in Pakistan.
- Weekly update and reconcile vendor's payable sheet with the ledger.
- Efficiently manage cash payments and banking transactions.
- Conduct internal and external audits, provide necessary documents, and address their queries effectively.

Accounts Officer

Aug 2014 - Apr 2016

Indus Cable Pvt Ltd., Karachi

- Preparation of bank reconciliation.
- Maintaining and updating of costing sheet daily
- Monthly preparation of revenue and expenditure summary
- Maintain and update accounts payable and accounts receivable ledgers.
- Preparation of aging reports weekly
- Effective verbal and written correspondence with creditors and debtors.

Internee

Sep 2013 - Jul 2014

Federal Board of Revenue(RTO Karachi)

- Calculation of Withholding Taxes of various parties (Taxpayers)
- Assist in Drafting letters and Notices to Taxpayers
- Maintain and update fuel sheet daily of various Vehicles
- Filing and maintaining the record of Taxpayer data
- Perform all tasks assigned by Officer Inland Revenue

Trainee Auditor

Sep 2012 - Aug 2013

Sandhu & Co Chartered Accountant, Karachi

- Collecting, checking, and analyzing various types of vouchers.
- Examining company accounts and financial control systems.
- Ensuring correct implementation of procedures, policies & SOP's.

Education

M.Com(Accounting & Finance)

Federal Urdu University
Karachi | 2010 - 2012

B.COM(Commerce)

University of Karachi | 2006 -2008

Skills

- Quick Book
- Sidat Hyder Financial Software
- Spreadsheet
- e-payment of WHT Taxes (CPR)
- Drafting
- People Management
- Work load Management
- Business Process Outsourcing
- Audit

Achievements

- Received a Certificate of Appreciation from the Indus Hospital Health Network
- Received the Emerging Talent Award from Indus Cable Pvt Ltd.
- Awarded Employee of the month by DHA Karachi
- Participated in the 4th Biennial International Health Conference organized by The Indus Hospital Health Network