

ALEEZA AFZAL

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SUMMARY

I am an aspiring accounting professional currently completing ACCA, with experience in tax compliance and project management. My work as a Tax Associate has enhanced my analytical skills while ensuring client satisfaction. A strong team player with excellent communication skills, dedicated to continuous learning, and committed to building a long-term career in Finance.

EXPERIENCE

Tax Associate

Khilji Rahat Waheed Chartered Accountants

10/2023 10/2024

Chartered Accountants firm specializing in tax services

- Prepared quarterly withholding statements and monthly sales tax returns, ensuring compliance with tax rules
- Formulated replies of notices under income tax ordinance and preparation of withholding tax certificates
- Prepared advance tax letters and tax confirmations for businesses, ensuring accuracy and compliance with rules and regulations
- Prepared PSIDs and payroll tax calculations of several clients, ensuring the best possible outcome
- Developed and maintained positive work relationships with clients, providing exceptional customer service

Audit Associate

Evolve Learning Hub

03/2025 05/2025

A professional training organization focused on equipping individuals with the skills required for effective management positions.

- Participated in an audit simulation involving risk assessment, BAF documentation, SOPs analysis, substantive testing and analytical procedures
- Gained hands-on experience using smartaudit software to perform audit, engaged in meetings with the head of internal audit and CFO, with work subject to quality control by an independent reviewer.
- Audited the expenses area and delivered a final presentation summarizing key findings and audit outcomes.

EDUCATION

ACCA Finalist

Association of Chartered Certified Accountants

11/2024 Present

- Professional Level –
- Applied Skills Level Successfully Completed

CA Inter

Institute of Chartered Accountants of Pakistan

08/2020 03/2023

- CAF Passed
- AFC Passed

B.COM (A.D.C)

Allama Iqbal Open University

01/2020 12/2022

- First Division

FSC Pre-Medical

Punjab Group of Colleges

01/2017 12/2019

- Grade A 91%

KEY ACHIEVEMENTS

Laptop Award

Received merit-based Laptop Award from Chief Minister Punjab in 2018

Roll of Honour

Achieved Roll of Honour in SSC Exams in 2016

SKILLS

Microsoft Excel

Microsoft Office

Microsoft Word

Gmail

Payroll

TRAINING / COURSES

Data Alchemy Advanced Transformations

Attended 33 hours of online training on Data Alchemy Advanced Transformations with MS Excel, Power Query and Power BI

MS Office and PPE Courses

MS Office and PPE Courses as per the policy of ICAP

Business Management Course

Business Management Course from King's College London

Financial Literacy Training Program

Financial Literacy Training Program by State Bank of Pakistan

EXTRACURRICULAR EXPERIENCE

Team work

Winner of space quiz held by SUPARCO at Cadet College Hasanabdal

Counselor

Student counselor at Nearpeer, helped many students over a period of two months

Initiative

Participant of Inter-schools Maths Olympiad

Volunteer

Managed multiple events at the Youth Club and school level

INTERESTS

Capturing life through photography, reading, painting, exploring new destinations and giving back to the community.