



Mahwish Ayub

Assistant manager taxation



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Bahria Town Rawalpindi, Rawalpindi,
Pakistan



Summary

I am an impeccable, and strategically agile Accounting & Finance professional with comprehensive working experience in finance, accounting, auditing and taxation field. Exhibit superior talents in financial reporting, auditing, accounts payable and receivable, and accounts reconciliation. Successful in linking accounting and finance with general operations to provide hands-on tactical planning for business growth. I am adept at leading finance operations and analysis, accounting standards, offers demonstrated skills in full-cycle accounting, procedure compliance, internal and external audits. Hands-on experience and track record of accomplishments in managing the company finances. Excellent time management skills with recognized aptitude to work accurately and quickly prioritize, coordinate and consolidate tasks. My key skills include Accounting & Finance, Financial Statements, Strategic Planning & Analysis, Problem Solving, Auditing, Account Receivable & Payable, Continues Process Improvement, Communication Skills, Taxation, Risk Assessment & Mitigation, Peachtree and Microsoft Office I was engaged with SLS Montessori and School, as a Tax Consultant, where I review tax reconciliations, manage E-filing of tax returns, also update record on Peachtree Software, position to deal with EOBI and Social Security (PESSI) and maintain online records. Attached is my resume which showcases my progressive experience and successful track record for leading successful initiatives. My professional background and great industrial exposure coupled with an excellent track record makes me an ideal candidate for executive roles. As such, I would welcome a discussion regarding opportunities with your organization that fit my background.

I have worked with canteen department store and now I am currently working as a freelancer.



Skills

- academic writing
- IFRS
- Public Financial Management
- Academic Administration
- Academic Publishing
- ACCA/ACA
- Account Planning
- Accounting
- Accounting for Small Businesses
- Accounting Principles
- Accounting+
- Accounts Consulting
- Accounts Management
- Accounts Payments Handling
- Accounts Reconciliation
- Administrative Assistance
- Analytical Skills
- Referencing Format
- numpy
- 4- Knowledge of Taxation
- Academic Consulting
- Academic Research
- Account Creation
- Account Relations
- Accounting Applications Command
- Accounting Management
- Accounting Software Command
- Accounts
- Accounts Finalization
- Accounts Officer
- Accounts Preparation
- Accounts Software Command
- Administrative Assistance
- Analytical Skills and
- ERP
- Oracle or Others)
- Academic Achievement
- Academic Development
- Academic Researching
- Account Management
- Account Software Command
- Accounting Flow
- Accounting Manuals
- Accounting Writing
- Accounts Administration
- Accounts Finalization+
- Accounts Payable and Receivable
- Accounts Production
- Admin
- American English



Experience

Assistant manager taxation



Alshifa eye trust, Rawalpindi, Pakistan

Jan 2023 - Present

Manager

CANTEEN STORES DEPARTMENT, Rawalpindi, Pakistan

Jan 2021 - Dec 2021

Dealing with the imprest and internal advances, bank reconcillation , bank related issues

Manager Finance

SLS Montessori and School, Rawalpindi, Pakistan

Dec 2010 - Dec 2019

- Formulate monthly, quarterly, and annual financial statements in a timely manner as per the prescribe standards and ensure record of the month and year-end closing provisions in the financial statements.
- Review tax reconciliations, manage E-filing of tax returns, also update record on Peachtree Software, position to deal with EOBI and Social Security (PESSI) and maintain online records.
- Exercise hands-on approach and effective controls to supervise Tax Matters by filing and preparation of monthly, quarterly and annual tax returns.
- Develop financial statements, conduct internal audit along with provide support for external audit.

Budegting

forecasting

varaiance analysis of expenditure

payroll management

Accounts Officer

OMG DHA Pakistan, Islamabad, Pakistan

Jan 2006 - Dec 2010

- Generated financial statements, bank reconciliation statements, monthly financial statements for year closing, steered efforts towards managing cash payments to local suppliers and all the pays related matters.
- Established paperwork, documents, and computer-based information, and maintained balance sheets, monthly books of accounts and profit or loss statements, for monthly and yearly reporting.
- Performed accounting duties, including preparing analyses, compiling and reviewing information for periodic accounting reports, monthly reconciliations and accounting documents.
- Strengthened the process internal audit, recorded inventory of fixed assets, and researched numerous verticals to prepare all the account receivable and payables details.

✖ Education

Capital University of Science & Technology Islamabad

PHD/Doctorate

2023

Finance

Incomplete

Riphah International University

Masters in Science

2020

Accounting And Finance

CGPA: 3.8/4

ACCA Pakistan

ACCA

2005

Accounting & Finance

Grade: A

ACCA Pakistan



 Languages

English
Expert