

# **Rizwan Ijaz**

- **Address** : House # 27 Street No.11 Data Nagar Badami Bagh, Lahore.
- **E-mail** : rizwaijaz78666@gmail.com
- **Cell#** : 0307-7530178

## **PERSONEL DETAILS:**

- **Date of Birth** : 22-01-1999
- **Marital status** : Married
- **Languages** : Urdu, English
- **CNIC** : 35202-7230240-3
- **Strength** : Ability to Achieve my Best

## **Objective**

Seeking the job of Asstt.Tax Officer/Accounts with leading Incorporations. Where exceptional accounting, booking, and analytical skills, and data analysis background will effectively be put to use in carrying out general accounting functions, compliance & control, tax, procure-to-pay, statutory audit support, and order to cash functions.

## **Key Strengths**

- Ability to work independently as well as to plan and manage execution of work of others.
- Goal oriented approach to problem solving and decision making.
- Fast learner and feeling good to work with team.
- Ability to deliver quality services within time and cost constraints.
- Handling the work load using participation and trying to find new ways to reduce load.

## **PROFESSIONAL EXPERIANCE:**

### **Organization:**

### **Banu Mukhtar Group Of Compaines.**

Banu Mukhtar one of the leading construction group Established Since 1964 has always strived to achieve the most modern internationally acceptable standards. The change in name from **Izhar (Pvt.) Ltd** to **Banu Mukhtar Contracting (Pvt.) Ltd** In 2012.

Experienced as a **Asstt.Tax Officer** with a Demonstrated History of working in the **Construction** Industry. Skilled in Microsoft Excel, Management and Accounts.

### **EXPERIENCE:**

**(From: Dec-2021 To date )**

### **Responsibilities In Organization**

- Checking Weekly G-L Aging Report.
- Responsible for Master data of General Ledger, Assets, Cash Journals,(etc.).
- Responsible for Company Provident Fund..
- Responsible to maintain the Customer & Vendors Withholdings Tax.
- Monthly Income tax Deduction data complication and filing.

- Prepare Monthly Banks Reconciliation.
- Monthly Federal Sales Tax & Provisional sales tax data complication and filing.
- Led the monthly and annual preparation and submission of tax returns of the group companies to PRA, SRB, KPRA, and FBR.
- Proficiently prepared all withholding tax certificates, managed all tax queries, and prepared tax details and workings
- Expertly reconciled customer and vendors balances, sales tax reconciliations, bank reconciliations, and tax deductions reconciliations

## **EDUCATIONAL DETAILS:**

### **Bachelor In Commerce**

**Institute: Punjab University Lahore.**

**(2018)**

- Cost Accounting
- Financial Accounting
- Auditing
- Business Taxation

### **Intermediate In Commerce**

**Institute: Private.**

**(2016)**

- Principal Of Accounting
- Principal Of Economies
- Principal Of Commerce

### **Matriculation**

**Institute: Trust Model Public High School Lahore.**

**(2014)**

- English
- Science
- Urdu

## **SKILLS:**

- Project Management
- Data Analysis
- Bookkeeping
- Business Process Improvement
- Self-Motivation
- Proficiency in MS Office.

## **Hobbies**

- Cricket
- Snooker