

Sher Muhammad

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Career Objective

Now looking to secure a challenging and rewarding new role within the industry, where skills, knowledge and expertise gained throughout previous experience in the sector can be transferred across and utilized to best effect for the benefit of your organization.”

Personal Information

Date of Birth : Jan 12th, 1995
Marital Status : Single
Languages : English, Urdu, Pashto

Work Experience

A SALAM JAN & CO
Chartered Accountants

NOV-2018 TO NOV 2020

My main responsibilities in A. Salam Jan & Co Chartered Accountants are categorized as follows:

➤ **TAX SECTION:**

In the Tax department I performed the following tasks:

- Computation of Income tax of salaried individuals.
- Filing of annual Income tax and monthly sales tax returns on IRIS, E-FBR and KPRA portal.
- Making National Tax Number.
- Getting Manual and Online Extension from FBR.
- Preparing various tax Schedules.
- Making PSID challans.
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➤ **CORPORATE/FINANACE SECTION:**

In the Corporate matters I have successfully worked on the following roles:

- Worked on the preparation of Financial Statements of various Companies under supervision of Principal.

- Preparing Monthly Accounts & Trial balance.

➤ **AUDIT SECTION:**

- **External Audit**
 - MKB Pharmaceuticals
 - Peshawar Model Group of Colleges
 - City University of Sciences & Information Technology
 - International Rescue Committee
 - F.C NWFP Security Services

- **Internal Audit**
 - Hamdard Laboratories
 - Probuilt Construction Company

I have carried the following procedures during audit

- Verification of receipt and payment vouchers.
- Verification of input and output tax.
- Payroll verification.
- Carrying out sampling.
- Stock taking reports preparation
- Internal audit reports preparation

Pakistan Red Crescent National Head Quarter Islamabad

Currently working

Management Trainee Officer Finance

- Update existing employee profiles in the payroll module.
 - Comparison of system and module data.
 - Correspondence with software providers.
 - Keep proper record of technical issues in implementation phases and counter them.
 - Correspondence with concerned departments for related information.
 - Postings in accounts payable and accounts receivable modules.
 - Scanning and placing documents in accounting software.
 - Any other task as may be assigned by the Management.
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Education

<u>Degree</u>	<u>Division/Grade</u>	<u>University/Board</u>	<u>Passing Year</u>
B.B.A	1 st	University of Peshawar	2021
SSC	1 st	Peshawar Board	2011
HSSC	1 st	Peshawar Board	2014
DIT	1 st	Technical Board of KPK	2020

IT Skills

- Microsoft Office
- Quick book (intermediate)
- Sidat Hyder Erp