


# Syed Asif Iqbal

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## Summary

Highly trained administrative assistant with more than seven years of experience in Public dealing in tax department(Federal board of revenue and KP Revenue Authority),Plus three years experience in social sector. Able to work under pressure and collaborate with a team. Successful record of providing information to clients, facilitation of taxpayers and acting as liaison between departments. Proven record of excellence in office administration and customer services.

Specification: Target Oriented, Leadership, communication, Planning Strategies, Hardworking, Team worker and activity planner.

## Experience



### JUNIOR USER SUPPORT OFFICER

PRAL, FBR

Apr 2016 - Present (6 years 11 months)

Facilitating taxpayers on help desk counter.Assist taxpayers in the Provincial and Federal Tax matters.Well versed in Income Tax and Sales tax return.Preparation of wealth statement and registration of taxpayers.Preparing & Compiling notices for unregistered taxpayers. Knowledge of MS Office and Statistical package for Social sciences (SPSS). Facilitating taxpayers in making NTN and resolving issues of the taxpayers on the spot.



### Registration & Data Verification Officer

CERD Pakistan

Feb 2015 - Sep 2015 (8 months)

Duties were included;Verification of Temporary displaced people(TDP) at food distribution point. Issuing food packages.Providing assistance to supply chain officer. ensurance smooth runing of the operations.



### HR Assistant

CERD PAKISTAN

Sep 2014 - Nov 2014 (3 months)

Human Resource Professional with broad experience in all aspects of Human Resource Management. Particularly interested in Talent Identification, Recruitment & Selection, and Employee Relations.

Specialties:Employee Relations

Talent Identification

Recruiting & Staffing

Training & Supervision

Operations Support

New Hire Orientation

Customer Service

## Performance Appraisals



### Manager

#### Al-Hashim Group of Companies

Mar 2011 - Dec 2013 (2 years 10 months)

- Supervising the work of officers and staff having different assignments.
- Ensuring compliance of payment terms of agreements, procurement rules and payment policies of Agency.
- Developing regular and ad hoc reports for accounting, financial monitoring, cash flows and costing.
- Managing the processes of invoicing, customer communications, advising management on the efficient payment options to be offered to customers, monitoring the receivable positions, and suggesting recovery measures.
- Coordinating with Internal Auditors, Commercial Auditors, Government Auditors or any other function of similar nature.
- Ensuring timely preparation of accounts for quarterly, semi annual and annual reporting

## Education



### Institute of Management Sciences, (IM|Sciences)

Master of Science - MS, DEVELOPMENT STUDIES

Sep 2020 - Mar 2022



### Institute of Management Sciences, (IM|Sciences)

Master's degree(MPA), HRM

2011 - Apr 2014



### Abdul Wali Khan University Mardan

Bachelor's Degree, Zoology/Animal Biology

Jun 2009 - Aug 2011



### Government Post Graduate College Mardan

Intermediate, Pre-Medicine/Pre-Medical Studies

2007 - 2009



### Government High School Lundkhwar

Associate of Arts and Sciences, Science

Feb 2007 - 2007

## Skills

Marketing Communications • Communication • Interpersonal Skill • Interviews • Internet • Human Resources • Social Media • Customer Service • Customer Satisfaction • Financial Accounting