

# Tariq Aziz

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🏠 House # 31, Street # 67, Sector I-10/1, Islamabad.



## SUMMARY

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I wish to grow professionally through accepting greater responsibilities. I will prefer to join esteemed national/multinational organization, where I shall have the opportunity to enhance my professional status, enrich my outlook and ability to surmount into challenging environment.

## EDUCATION

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### MBA (Finance)

Allama Iqbal Open University, Islamabad

### B. Com

University of the Punjab

### I.Com

Federal B.I.S.E.

### Matriculation

B.I.S.E. D.G Khan.

### Diploma in IAS/IFRS

Institute of Cost & Management Accountants of Pakistan, Islamabad

Diploma in International Accounting Standards

Diploma in International Financial Reporting Standards

## LANGUAGES

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English



Urdu



Saraiki



## COMMUNICATION/DRAFTING SKILLS

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Good Communication Skills, Fluent in English, Urdu and Punjabi Speaking & Writing.

Drafting of all official correspondence.

## COMPUTERIZED ACCOUNTING/SOFTWARE SKILLS

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### Oracle Financial

R-12 Oracle General Ledger Management Fundamentals

Institute of Cost & Management Accountants of Pakistan, Islamabad

## WORKSHOPS/CPD

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Workshop on SAP ERP

Workshop on QuickBooks Pro

Workshop on Advance Excel

Workshop on Dynamic Executive Dashboards in Excel

## EXPERIENCE

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### Assistant Director Finance

#### Institute of Cost & Management Accountants of Pakistan, Islamabad

📅 09/2005 - Present    📍 Islamabad

#### Scope of Work.

- a. Maintain books of accounts.
- b. Monthly and annual closing of centre accounts.
- c. Bank reconciliation of receipts and payments on daily and monthly basis.
- d. Preparation of all kind of vouchers (Payment Vouchers, Receipt Vouchers, Journal Vouchers.)
- e. Deduction of withholding tax from supplies and services and onward online submission in FBR.
- f. Preparation of annual budget estimates.
- g. Manage the revenue collection processes.
- h. Correspondence/documentation with head office regarding additional funds, re-appropriation of budget and supplementary grants.
- i. To pursue the clearance of all kinds of claims submitted to the Ministry of Finance.
- j. Managing accounts receivables, payables, reconciling accounts, monthly reporting and financial analysis.
- k. All types of Payments of employees i.e. salaries, incentives, final clearance, loans, advances and monthly petty cash authorization etc.
- l. Worked as drawing and disbursing officer, checking and preparation for payments of utility, contingent, T.A/D.A and reimbursement of bills etc.
- m. Maintain necessary documentation for funds transfer and periodic reconciliation with bank. Assesses the funds requirement and ensure necessary coordination with head office for timely transfer of funds.
- n. Maintain, reconcile and update stock and asset register.

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#### Toll Link Pakistan (Pvt.) Ltd. (December 2003 to August, 2005)

#### Riaz Ahmed & Company Chartered Accountants (January, 2003 to December, 2003)

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## REFERENCES

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References will be furnished on demand.