



Rafaqat Ali

I am looking for a career position where I can bring a high degree of skills, initiative and enthusiasm, and where I can apply my range of talents including excellent interpersonal abilities.

Education

Postgraduate-Education
Posgraduate-Pakistan Studies

2017
2014

University of Sargodha Pakistan

Bachelor of Education [B.ed]

2013

University of Sargodha Pakistan

Bachelor of Commerce [B. COM]

1995

University of the Punjab

Diploma of Commerce [D. COM]

1993

Punjab Board of Technical Edu. Lahore

Experience

2015
to
date

Kasib Associates

Manager Accounts & Admin

2004
to
2015

The City Schools (Sargodha Campus)

Senior Officer Tax

2002
to
2004

Crescent Knitwear Limited

Accounts Officer

Contact Details



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Rafch1976@yahoo.com



Rafaqat Ali

H.No.175/3 ,Mohallah Kot Lashker Khan
Sahiwal Dist. Sargodha .
Near by Imam Bar Gah Sahiwal
Tehsil Sahiwal, Distt. Sargodha
Tel : 0331-7705350
Passport # WT179784

Training & Workshops

- ✓ One Day Workshop "Innovation through Quality Education"
NPO (University of Faisalabad)
- ✓ Two Day Workshop "Management Training Workshop"
Dept of Business Administration (University of Sargodha)
- ✓ One Month Practical Training in Muslim Commercial Bank Ltd
Bhagatanwal Br.Sargodha
- ✓ Three Month Practical Training in National Bank of Pakistan
Sial Sharif Br. Sargodha
- ✓ Membership of Association of Accounts Technique (AAT) Pakistan
- ✓ International Awareness training on QHSE
B-Advance certification UK Ltd. Held at Islamabad.

Featured Skills

Administration



Communication



Finance



Taxation



Team Player



Presentation



General Management



IT Literacy



Accounts management



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Major Responsibilities in Present Job

INCOME TAX

- Preparation and Filling of Monthly and Annual Income Tax Statements to Income Tax
- Department regarding income tax deduction at source.
- Calculation and Payment of Advance Income Tax on quarterly basis.
- Preparation of income tax details /schedules required by income tax authorities in the process of assessment of income tax.
- Calculation of staff income tax to be deducted from salaries.
- Attendance of Income Tax hearings with Income Tax Consultant.
- Finalization of accounts as per tax Planning
- Preparation of Income Tax Certificates for Vendor/Staff.
- Statutory Record

GENERAL ACCOUNTING

- Preparation of Financial Statement Monthly base and Annual
- Preparation of Vouchers (Receipt & Payment Vouchers & Journal voucher)
- Vendor reconciliation & Bank Reconciliation
- Record of EOBI & Social Security Contribution
- Working in Accounts Payable / Receivable Module –ERP
- Preparation of Payroll monthly and distribution the salary –ERP
- Daily Petty Cash Expense Summary
- Preparation of Budget –Head wise Expenses.
- Monthly Generate Invoices
- Audit Schedule.(Working with Auditor Firms)

ADMINISTRATIVE

- Ticketing Reservation
- Repair and Maintenance Work
- Mess of Guest House
- Purchase Request ion preparation through System-ERP
- Purchase Order through ERP
- GRN
- Fixed Assets Register & Inventory
- Genset Logbook & Vehicle Logbook
- Record of Mail incoming & Outgoing
- Filling of Registration from Govt. Authorities.

INCOME TAX PRACTITIONER

- Income Tax Practitioner (ITP)
(Central Board of Revenue Government of Pakistan)

COMPUTER PROFICIENCY

- Have good hands-on Word, Excel, and Internet & E-mail.
- Diploma in E-Commerce, A+ Certificate in Hardware.
- Working knowledge on FoxPro and Oracle (ERP),
- Typing Speed 45 WPM.