

RESUME

C.A

Mohammad.Nazir Khan

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Permanent Address Thana Kurd 10 km sharwan Road
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PAKISTAN.

Father Name : Mohammad Alam

Date of Birth : 6 . April. 1969

Sex : male

Religion ; Islam

Nationality : Pakistani

CNIC : 17301-0641310-1

Domicile &Place of birth: Abbott bad.

CAREER OBJECTIVES

Seeking a challenging environment continuous learning and creativity provides exposure to new ideas and stimulates personal and professional growth.

I am looking for a position, which will give me experience and enhance my career.

PERSONAL PROFILE

Throughout my chartered Accountant Firm and during my Company jobs, I feel that I have gained the right blend of attributes and this gives me the reason to consider myself as highly motivated, positive, progressive, innovative, confident and remained calm under even stress. I try to help myself up to date with current accountancy practices.

EDUCATIONAL BACKGROUND

QUALIFICATION	INSTITUTE	UNIVERSITY BOARD	YEAR
ACMA	ICMS COLLAGE OF COMMERCE PESHAWAR	ICMAP PAKISTAN	2006 REG.S.20061876
PIPFA	KHYBER COLLAGE OF COMMERCE PESHAWAR	PIPFA OF PAKIS KARACHI	2006-2009
B.COM.	ABBOTTABAD COLLAGE OF COMMERCE ABBOTTABA	AIOU ISLAMABAD.	2002-2004
B.A.	Govt.Post Garaged Collage Abbottabad.	University Of Peshawa	1992-1994
INTERMEDIATED	Govt.Post Garaged Collage Abbottabad.	B.I.S.S.E.PESHAWAR PAKISTAN	1988-90
S.S.C	GOVT.NO.1 HIGH SCHOOL ABBOTTABAD.	B.I.S.S.E.PESHAWAR PAKISTAN	1985-1987

PROFESSIONAL TRAINING.

	DIPLOMA/CERTIFACTE	INSTITUTE	DURATION
1	Computer/Information Technology.	COMSTATES INSTITUTE OF I.TECHONOLGY.	4 months
2	Internship/Training Study	AAMEAR AMIN & Co, Chartered Accountant Peshawar.	Three Years

Chief Accountant.

Working as Chief Accountant in **Khyber Electric Group of Companies.** Peshawar from 5/February/2003 till April/2015

Tow year Job with EIROP a project of UNDP/P& D Department of Govt.N.W.F.P. Peshawar as UDC

Three Year job with AAMER AMIN& CO, Chartered Accountant Peshawar as Auditor.

Key Responsibilities

- To prepared quarterly and annual Financial Statements of organization Balance sheet profit and loss cash flow statements of change in equity and Handel public finance Accounting and Corporate sector approved Accounting Standers, and Regulation and requirement of the Company Ordinances 1984. Relevant Rules examination.
- To prepare Monthly financial statement and WIP reports and Management report of Accounting and Cost Accounting of Multinational Companies.
- Arranging for the necessary decimations with SECP for New Establish of Company.Requrment of company ordinances 1984. And investigations.
- Managing of accounting system of organization preparation of project accounting of foreign donor Accounting and NGO Accounting for management.
- Practical Experience Case peruses with Appellation in Tax Law, predation Income Tax Return Sale Tax Return and wealth statement in CBR of Pakistan.
- Attending out Tax department. And legal courts.
- Making arrangements for the External financial Audit process & internal Audit of Company referral of Audit team to other specialized units.
- Keeping liaison with other departments of the Company for the multidisciplinary treatment of problems.
- Making arrangements for the import and export to open L/C and follow up of the foreign import process. Deal with custom Law, custom tariff, and bill of entry, bill of leading and handling with clearance agents.
- Dealing with labor laws.W.W.Fund, and W.P.P Fund Ordinance 1979, Factories ACT.1934 and workman's compensation ACT.1923 and E.S.S.I Ordinance 1965 and E.O.B.I (Contribution) Rules 1976, and to enhance the workflow of the department. And preparation of professional development of staff.
- Manage risk insurance policies –yearly renewals and audit process, dealing law of insurance ordinance 2000 and fixed assists, stock in trader, stock in transansat insurance and marine insurance for import and export.
- Developing my own communication skills.
- Attending regular journal clubs and financial skill workshops.
- Supervising and helping accounting staff.

LEGAL PRACTICAL SKILLS:

.E-filling of income Tax Return of company and Individual,

- E-filling of Monthly Sale Tax Return.
- E-filling of wealth statement
- Reply to Tax department and courts
- Supra pubic catheterization.

EXTRA CURRICULAR ACTIVITIES:

- Reading journals
- Sports and cooking
- Current affairs
- Watching documentaries
- computer
- travelling

OTHER SKILLS AND ATTRIBUTES

- Strong analytical skills
- Ability to draft clearly and concisely on technical issues
- Good negotiation, presentation, and advocacy skills
- Ability to communicate effectively to varied audiences, including during formal public Speaking
- Ability to work effectively in a multi-cultural and challenging environment.
- Demonstrate and share detailed technical knowledge and expertise.
- Good leadership and team skills; coordinate group activities, ensuring that roles
- Within the team are clear and produce tangible results
- Proficiency in the use of MS Word, Excel and PowerPoint.

REFERENCES:

- ***Dr.SAMINA JADOON :***
MBBS, FCPS, , (Head of Dept Gynecology MMC)
- ***Dr. AMJAD ALI***
MBBS, MRCP,FCPS(Associate Professor of Medicine MMC)