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## **Ashfaq Hussain Moosani**

### **Objective**

Focus to seek a pertinent position in Production, Accountancy, Finance and Tax sector that will utilize and enhance my competence, capabilities and skills

### **Experience:**

#### **M/S TABANI GROUP OF COMPANIES**

##### **Accounts & Taxation Officer**

**(Aug 2021 to Present)**

- Records, classifies, and summarizes accounting transactions.
- Responds to inquiries, checks accounting transactions to locate and resolve discrepancies Financial Reporting on monthly basis
- Generate Financial Statements of all companies & directors on Quarterly & Annually basis.
- Monthly/Annually sales & income tax returns submission
- Manage daily financial transactions related to Bank, Accounts Receivable, Accounts Payable, Bookkeeping, Payroll and client service assistance
- Generate monthly payroll
- Manage 10+ companies & directors fund movements, discrepancies & intercompany reconciliations.
- Manage final accounts and submission of Income Tax & SECP returns of 10+ companies.
- Reporting of Group Financials on monthly basis

#### **M/S Y Y TECHNOLOGIES PVT LTD**

##### **Accountant:**

**(Aug 2020 to Present)**

- Records, classifies, and summarizes accounting transactions
- Responds to inquiries, checks accounting transactions to locate and resolve discrepancies Financial Reporting on monthly basis
- Cost management of international import and local.
- Monthly/Annually sales & income tax returns submission
- Manage daily financial transactions related to Bank, Accounts Receivable, Accounts Payable, Bookkeeping, Payroll and client service assistance

#### **M/S Techtrix Systems/Fine Tech (Commercial Importer)**

**(Nov 2018 to June 2020)**

##### **Manager Accounts**

- Manage company funds position
- Generate monthly payroll
- Financial reporting of payable & receivable weekly basis
- Cost management of international import and local
- Monthly Tax related report & matters of sales & income tax
- Generate Stock counting from warehouse on monthly basis
- Manage 5 companies inventory movements, discrepancies & intercompany funds reconciliations.
- Accounts finalizing & profit disbursement quarterly
- Supervise team of three persons in accounts department.
- Manage all over basic transactions bank reconciliations, Assets management, cheque clearance.

**M/S Stimulus Productions****Accountant :****(Mar 2015 to June 2018)**

- Records, classifies, and summarizes accounting transactions
- Responds to inquiries, checks accounting transactions to locate and resolve discrepancies
- Financial Reporting on monthly basis.
- Analyze daily forex market for purchasing foreign currencies.
- Maintain & review general ledgers on monthly basis.
- Command to manage daily financial transactions related to Bank, Accounts Receivable, Accounts Payable, Bookkeeping, Payroll and client service assistance
- Monthly/Annually sales & income tax returns submission
- Command to Reconcile Bank statement on monthly basis.
- Command to Make Ledger schedules for finalizing annual accounts.
- Command to handle and manage project expenses and finalize overall projects.

**Russell Bedford International****(Member firm Rahman Sarfaraz****Rahim Iqbal Rafiq Chartered Accountant)****Tax Officer:****(Oct 2014 to Feb 2015)****M/s. Iqbal Traders (Pvt) Ltd****Senior Sales Executive / Assistant Accountant****(March 2010 to Aug 2014)****Education**

Degree	Board/ University	Year	Division
MBA	KASBIT University Karachi	Applied	-
B.Com	University of Karachi	2012	Second
HSC	Govt.National College	2009	Second
SSC	National Cambridge School	2007	First

**Computer skills**

- SAP Business One (Complete)
- Ledger Max ( Cloud Base ERP Clone System)
- Quick Books (From Implementation)
- Computerized Accounting (Peachtree ,MYOB, ERP)
- MS-office
- Web surfing, Emailing, Searching.
- RCPS software/Risk Management System
- Online E-filing of Income Tax Return.
- Cheque Requisition Software (Fox Pro)

**Extra Curricular Activities**

- Arranged various seminars in department of commerce.
- Seminars on Corporate Social Responsibility, International Banking and Time Management.

**Personal Details**

Date of Birth	:	November 26, 1988
CNIC#	:	42101-7774908-7
Father Name	:	Muhammad Ayoub
Marital Status	:	Married
Religion	:	Islam
Cast	:	Memon (Gondalwala)