

MUHAMMAD ADREES

SUMMARY

Experienced accounting professional with over 4 years of practice preparing a typical tax returns for clients. Dedicated professional with extensive knowledge of the tax codes and ways to legally lower tax liability for clients. Committed to providing the best care to clients through transparent communication and timely preparation of taxes. Skilled in negotiation with a strong ability to problem solve to assist clients with tax problems. An innovative thinker with impeccable attention to detail who is also a friendly and approachable individual.



CONTACT

Address: DUBAI

Phone: +971-545589027

Email: muhammadadrees7873@gmail.com

EXPERIENCE

Tax Associate, 07/2022 - 01/2024

Al Ghani & Co Chartered Accountants - Islamabad, Pakistan

- Reviewed and analyzed client data and accurately prepared income tax returns
- Delivered tax documentation required for accurate individual and corporate returns.
- Contacted Tax Authority on behalf of client to address issues related to tax self-preparation.
- Prepared tax returns for clients in various industries according to government regulations and requirements.
- Maintained complete records of client tax returns and supporting documentation

Accounts Assistant, 12/2019 - 04/2022

A to Z Glowixh Toys & Cosmetics - Rawalpindi, Pakistan

- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Used accounting software to prepare weekly and monthly financial reports.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Prepared and mailed invoices to customers, processed payments and documented account updates.
- Communicated with suppliers to reconcile invoice payments.

Trainee Accountant, 08/2017 - 07/2019

Zahid Jamil & Co Chartered Accountants - Islamabad, Pakistan

SKILLS

- Information processing
- Proficiency in Accounting Software
- Account Reconciliation
- MS Excel
- Tax reporting
- Tax return preparation

- Communicated with suppliers to reconcile invoice payments.
 - Received, reviewed and verified validity and completeness of appropriation, accounting and financial data.
 - Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
 - Developed technical knowledge through combination of workplace learning and formal study.
 - Analyzed and verified employee expense reports for accuracy.
 - Processed payroll by validating work hours and attendance of employees.
-

EDUCATION AND TRAINING

M.Com (Master of Commerce), Business and Finance, 09/2021

Federal Urdu University Arts Science & Technology - Islamabad, Pakistan

B.Com (Bachelor of Commerce), Accounting and Finance, 08/2019

University of Punjab - Rawalpindi, Pakistan

HSSC - Higher Secondary School Certificate, I.Com (Intermediate of Commerce), 08/2016 **Federal Board of Intermediate and Secondary Ed.** - Islamabad, Pakistan

SSC - Secondary School Certificate, 12/2013

Federal Board of Intermediate and Secondary Ed. - Islamabad, Pakistan

CERTIFICATIONS

Basic Computer Operation

Microsoft Office

Certified Tax Planner

ADDITIONAL INFORMATION

1. Available to join immediately
2. Visit Visa (Expiring 24 April 2024)