

## SUMMARY

- Providing 1st level consultative support to clients & within organization regarding Tax matters.
- Maintaining a professional network with clients for ensuring better support and services.
- Ensuring successful transition and work with other team members for the betterment of the organization.
- Expertise:
  - Taxation
  - E-Filing
  - Accounting

## WORK EXPERIENCE

### Dewan Motors

### Sales Coordinator

Aug 2021 - Present

Working in Dewan Motors as a Sales coordinator & managing one of their Branch office regarding sales and accounts matters. Dewan Motors is top rated firm who provides sales and after sales support of the top rated auto mobile brands of the world.

#### Core Responsibilities:

Data Management in VMS

Customer Creation, Vehicle Detail entries, Payment Detail entries, Inter office coordination.

Documentation

Customer File Management, Inter office Documentation.

Administrative Work

Utility Bills Management, Indent Request Generation, Office Grocery Management.

Accounts

Temporary staff Salary Management, Petty Cash Management, Memo Preparation and follow ups.

Reporting

Manages Sales report, Manages Customer Data Reports.

Sales Coordination

Introductory, Greeting, Meeting, Payment follow ups letters management.

### R.A & Co.

### Tax Associate

Mar 2020 – Aug 2021

Working in R.A & Co. as a Tax Associate, & managing one of their concern Tax firm Befiler Pvt Ltd. Befiler is top rated firm who provides complete taxations services to their 70,000+ clients.

#### Core Responsibilities:

Looking after the clients regarding their taxation matters including consultancy, NTN, E-Filing, etc.

Maintaining clients records, follow them & upholding good relationship for future prospects.

Joined Accounts Department of Telecom Engineering Company as Account Assistant who a leading system integrators of ELV Systems in Pakistan.

**Core Responsibilities:**

Looking after day by day account activities of company client and staff, maintaining their records, preparation of accounts reports & file management.

**EDUCATION AND CERTIFICATIONS**

2020 (On-Going)	<b>Bachelors of Business Administration.</b> Collage of Banking & Finance, Karachi (Pakistan)
2019 (Part Qualified)	<b>Candidate of Cost &amp; Management Accounting.</b> Institute of Cost & Management Accountants of Pakistan.
2018	<b>Bachelors of Commerce</b> University of Karachi, (Pakistan)
2015	<b>Intermediate (Commerce)</b> Premier Govt. Girls Collage, Karachi (Pakistan)
2013	<b>Matriculation (Science)</b> Karachi Academy School, Karachi (Pakistan)
2014	<b>Certification in Information &amp; Technology (CIT)</b> Computer Collegiate
2017	<b>Certification In Advance Excel</b> Computer Collegiate

**PERSONAL SKILLS**

- Strong interpersonal skills with the ability to mediate between disputing parties and departments
- Excellent communication skills with the experience of handling customers in adverse conditions
- Well versed in English
- Proficient in MS Office Suite

**PERSONAL INFORMATION**

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D.O.B: 31 August 1996  
Nationality: Pakistani

**REFERENCES:**

Further references will be furnish upon request.