



HAFIZ ISMAIL MALIK

ASSISTANT MANAGER SALE TAX



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Al-Noor Town Walton Road
Lahore Cantt, PAKISTAN

Experience

Feb 2023- Present

Shahid Mustafa & CO. Corporate, Management & Tax Consultants, Chartered Accountant Firm

Assistant Manager Sale Tax

Duties and Responsibilities:

- Entering sales tax invoices data in excel sheet according to the yearly and monthly.
Updating & maintaining sales tax supply register
Updating & Maintaining purchase register
Updating & maintaining annexure I (Debit/Credit Note)
Updating & maintaining annexure G
Updating and maintaining annexure F & others working of filling sale tax return.
- Making attached sheet of all sale tax invoices details and also making short attached file of all entering details too.
- Downloading file of excel sheet from IRIS according to relevant details. Entering all data in IRIS database downloading format according to the requirements and finalization of sales tax return data.

VISIT OF DUBAI

Duration: One month visit visa

Date: 13-03-2014 - 13-04-2014

Address: Al-Satwa, Dubai

OBJECTIVE

My main objective is to work as a member of a team in a well-reputed and dynamic organization. An organization, that provides me with the opportunity to apply my technical, management, decision-making and communication skills, to produce satisfying, innovative and successful solutions to problems that may be faced.

QUALIFICATION

Master of Commerce

Minhaj University Lahore

2011 - 2013

Bachelor of Commerce

Minhaj University Lahore

2009 - 2011

Intermediate of Commerce

Board of Intermediate Education Lahore

2007 - 2009

Matriculation of Science

Board of Intermediate Education Lahore

2005 - 2006

OTHER QUALIFICATION

Hafiz-e-Quran

Experience

Jan 2017 - July 2022

Air Link Communication LTD

Assistant Manager Coordination in Corporate Business Sales Department

Duties and Responsibilities:

Download stock reports from the Systems Applications & Products in data processing. (SAP) (SAP) is an ERP Software that helps run the day to day operations of a company).

Sharing stock reports to corporate business sales team members with availability of stock QTY's with colors according to the nationwide sales team members also according to their given allocation of corporate stock.

After getting purchase orders from companies corporate business sales team members reviewing purchase orders forms to ensure that all required information has been provided are accurate and correct according to the purchase order (PO) and company's SOP's.

After those processing orders that have been received purchase orders by an email from company's corporate business sales team members and also after confirmation, clearance and verifications from audit/accounts departments.

Processing customers'/parties/companies purchase orders onto our in-house SAP system efficiently and accurately after some company's internal verification. After that communicating with companies ware house team members (Supply chain and logistics team members) about purchase orders status and shipping details as required.

Making deliveries on given mention addresses of company's purchase orders within given time lines.

Making outgoing calls to our sales team members to resolve any issues or for clarification of information relating to their parties account or order information or delivery address etc.

Answering questions about orders status, schedules, and product information to help resolve company's sales team concerns.

AREAS OF INTERESTS

Audit
Finance
Accounting
Supply Chain
Logistics
Principles of Marketing
Organizational Behavior
Strategic Management
Business Psychology
Corporate Governance
Production & Operation
Management
Principles of Management

COMPUTER SKILLS & EXPERTISE

Have the basic computer skills including MS Office

Experience

Follow up from company's logistics team members about delivery and which documents companies have been required to clearance of payments like, invoice, PTA, AWB, GD, Affidavit, IMEIS, DO and any other documents will be provided to companies.

In addition, performed other duties as assigned by the Corporate Business Manager. (HOD's).

1st May 2015 - 26th April 2016

AL-Fateh Group of Shopping Mall

Stock Auditor

Duties and Responsibilities:

Download stock report from the system software and also monitor and confirm inventory records to ensure the accuracy of the listed information.

Walk the sales floor to do manual counts of all merchandise or brands items.

Review and analyze inventory paperwork, comparing it with actual stock or other records to discover any discrepancies in the product lane.

Physically count items in stock, using a handheld scanner or other devices.

Report discrepancies and find ways to prevent them in the future.

Conducting physical inventories of inventory items to ensure that they are accurately valued for financial purposes.

Inspecting physical inventory to determine whether the items are damaged or spoiled.

Document counts of all inventory received in the warehouse.

Execute the closing process/journal entries reporting by generating a report for management.

Routinely check over store areas to ensure maximum control against thefts and general losses.

Performing cycle audits to ensure that the company is accurately recording inventory costs in accordance with generally accepted accounting principles (GAAP).

Consulting with management to ensure that they are aware of any problems encountered during the audit.

Experience

PERSONAL INFORMATION

Father's Name

Inayat Ali Qadri (Late)

Religion

Islam

Marital Status

Married

Date of Birth

22-09-1987

License Number

LE-11-11142

CNIC Number

35201-0480256-1

Issue Date

19-01-2026

Expiry Date

19-01-2036

Compiling reports of findings and suggesting solutions to any problems encountered during the audit and send it to audit manager.

Record information in inventory management programs or databases and also perform any other duties as assigned by the higher management or audit manager.

06th Sep 2013 - 01st Nov 2013

**Pakistan Mobile Communications Limited Mobilink
Head Office in Credit & Collection department**

MSP customer care representative

Customer Care representatives (CCR or MSP):

Customer Care representatives duties and responsibilities of a CCR include managing incoming calls of customer's and also customer service inquiries, generating sales leads that develop into new customers, and identifying and assessing customer needs to achieve satisfaction.

Duties and Responsibilities:

Manage large amounts of incoming or inbound phone calls and generate sales lead.

Fulfil customer service requests via phone call.

Provide information to the customers regarding their Subscriber Identity Module (SIM) account, new packages, and promotions and other details etc.

Reactivate Subscriber Identity Module (SIM) of customer's after some verification.

Customer Care Representative builds connections on behalf of the company.

Identify and assess customers' needs to achieve satisfaction and build sustainable relationships and trust with customer accounts through open and interactive communication.

Establish and maintain effective and cooperative working relationships and excellent customer service. Open new and maintain existing customer accounts by recording account information.

Resolve product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution, expediting correction, and following up.

Provide accurate, valid and complete information by using the right methods/tools by company's SOP's.

LANGUAGE

English

Urdu

Punjabi

INTERESTS & HOBBIES

Research

Adventures

Travelling

Wide social network

A good sports man

Playing snooker games

Experience

Meet personal/team sales targets and call handling. Proficient use of SIEBEL and efficient usage of systems like E-front and other software's which are using in companies.

Activation of new Subscriber Identity Module (SIM) devises policies and methods of up selling and out bound processes.

Forward Network related complaints to respective department. As a CCR I tackle different types of minds according to their mentality and class level.

Convert customers Subscriber Identity Module (SIM) from prepaid to postpaid and also from postpaid to prepaid conversion using different types of software. Personal follow up and by taking responsibility of genuine customer issues and facilitate them through out of the policy.

Answer multiple queries in a single call by keeping my KPI's and JD's in mind.

Help team lead for making monthly reports based on team performances.

Ensure teamwork and team-bonding.

Perform any other duties as assigned by the management or supervisors.

Software which are used in "Mobilink", (Oracle) "Sibel", "EFront", "Cacs 1", "Cacs 2", "EFics".

24th Jun 2014 - 23rd Sep 2014

**Punjab Livestock & Dairy Development Board (PLDDB)
Head Office, Government of Punjab**

Finance department as an Internee

Duties and Responsibilities:

Making petty cash details on daily basis according to the daily expenses details after verifications with original bills and sign stamps summary for payments etc and also from the company's SOP's.

Maintain day to day cash register.

Data entry in excel sheet of receiving cheque from vendors.

Making TA/DA allowances of field employees according to the daily log book as per company's SOP's.

Complete track record of filing, and maintaining accurate and complete financial records in proper manners with date and months accordingly.

Experience

Post journal entries in system.

Handling sensitive or confidential information with honesty and integrity.

Prepares reimbursement claims on a weekly basis.

Receives, issue receipts and deposits all cheque collected from external and internal clients.

Proper documentation and file management.

Reporting to assistant manager finance from time to time and also Performs other related duties as assigned by the assistant manager finance.

24th Jun 2014 - 23rd Sep 2014

Savoey Hotel

Store Manager

Duties and Responsibilities:

When I was working in Savoey Hotel (PAKISTAN) as a Store Manager I performed duties which are mention below,

Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area and also follow all standards for issuing and receiving stock within the store's area of operation.

Monitor and take inventory on regular basis to compile orders based on par levels or needs and maintain clear and organized records to ensure all reports and invoices are filed and stored properly and also to verify all goods arrived as per the agreed purchase orders, delivery note and agreed quantity has been received and also storage of both food & beverage.

Refuse acceptance of damaged, unacceptable, or incorrect items and ensure cleanliness of all areas, keeping storage areas clean and also ensure all store requisitions are signed by concerned Department Heads (HOD's) and approved by FC/GM depending upon the hotel's operations procedure and also ensure the quantity requested and the quantity issued always matches and also ensure store requisition form is signed by the person collecting the goods and enter into the Inventory and also post all invoices using the Material Management System.

Assist the Accounts Payable Clerk in finding out any cost discrepancies. Complete requisition forms for inventory and supplies. Extend all requisitions on a daily basis and update the inventory management software system.

Experience

Verify and track received inventory and complete inventory reports and also perform any other duties as assigned by the management or supervisors.

28th Oct 2013 - 09th Dec 2013

MCB Bank Limited

As an Internee

Duties and Responsibilities:

In the general banking department, I helped the clients to fill up the account open form.

I gave information about different scheme of MCB that are offered.

Helping clients to activate ATM cards through their registered mobile number and also through biometric. I helped the clients to fill up the banking deposit slips. I was doing photocopies of client's bank account form and also arranging in files through accurate and proper manners and also perform any other duties as assigned by the supervisors.

These are some responsibilities that I carried in the MCB bank Ltd, wahdat road branch (1048) Lahore PAKISTAN.

Reference

Will be furnished on demand.