

Sardar Wajahat Hussain

+971-56650-7022 | wajahatsardar15@gmail.com | www.linkedin.com/in/sardarwajahat/
Immediately Available

Objective

Determined to contribute my skills and experience to a growing organization and expand my expertise in a role that offers continuous learning and development opportunities.

Career Summary

Accounting Associate – I - Harbins Accounting & Bookkeeping – Dubai, UAE May 2024 - Present
Tax Associate – II - PwC (PricewaterhouseCoopers) – Islamabad, PAKISTAN Nov 2022 – Apr 2024

Professional Work Experience

Harbins Accounting & Bookkeeping – Dubai, UAE



Job Title: Accounting Associate – I [May 2024 – Present]

Harbins is one the most fast-growing consultancy firms in UAE with seasoned qualified finance professionals in its team providing Assurance, Taxation & Advisory services to its client from various sectors such as real estate, Schools, hospitality, restaurants, FMCG, shipping & logistics etc.

Auditing:

Conducted independent monthly internal audits of multiple branches for a prominent UAE children's nursery, resulting in operational efficiency and compliance.

- Conducted comprehensive sales tax invoice audits, identifying discrepancies and proposing corrective actions to align with company policies and ensure tax compliance.
- Conducted a thorough examination of student database records, cross-referencing class and nurse attendance data to identify and rectify inconsistencies, leading to improved attendance monitoring and strict adherence to company policies.
- Calculated and reconciled student account balances by cross-referencing outstanding receivables with bank statements, credit card receipts, and cheque replacement vouchers.
- Audited petty cash vouchers and reconciled petty cash fund to verify compliance with internal controls, identifying discrepancies and recommending corrective actions.
- Delivered impactful audit reports with recommendations that resulted in improved internal control efficiency and reduced operational risks.

Bookkeeping:

Managed a complex project for a real estate broker to clear a substantial transaction backlog. Successfully streamlined operations by migrating financial data into QuickBooks Online.

- Categorized and reconciled over 2,000 bank and cash transactions for a six-month period, ensuring accurate financial reporting.
- Accurately transferred financial data to the QuickBooks Online platform, ensuring data integrity and facilitating efficient and streamlined financial reporting.
- Conducted thorough audits of tax invoices and payment vouchers to ensure accurate claim and payment of input tax and output tax, minimizing tax liabilities and risks of penalties
- Audited petty cash vouchers and reconciled them with maintained digital records, identifying and rectifying discrepancies to prevent potential losses.
- Conducted comprehensive internal control assessment, identifying weaknesses and proposing actionable recommendations to enhance operational efficiency and transparency.



Developed an understanding of the PwC taxation approach and methodology.

Key Tasks Performed:

- Part of the team that prepared annual Income Tax returns for the tax year on behalf of Corporate and Individual clients. Contributed by gathering and compiling data, preparing related schedules of depreciation and amortization, calculating ACT, Minimum Tax, Super Tax, and taxable income.
- Prepared and duly furnished V.A.T Returns along with related annexures, on the IRIS web portal. Ensured data accuracy and completeness of returns, minimizing potential tax exposures.
- Calculated and filled in estimated Advance Income Tax payable for all quarters. Drafted and issued Intimation letters of Advance Tax to stakeholders, clearly outlining estimated tax liabilities for each quarter.
- Furnished quarterly Withholding statements on the IRIS web portal, adhering to all filing deadlines and regulations. Maintained detailed records of withheld taxes and reconciled them with data, guaranteeing data accuracy and minimizing discrepancies.
- Prepared and filed Income tax, V.A.T appeals and Stay documents for various tax assessments in federal as well as provincial, both manually before the Appellate Tribunal and electronically before the Commissioner (Appeals) via the IRIS web portal.
- Drafted and duly filed letters before Tax authorities on compliance date requesting an adjournment in time safeguarding against non-compliance.
- Part of the team in advising PwC Germany on potential risks of establishing a permanent establishment (PE) in Pakistan through a remote employee of their client DELIVERY HERO.

Professional Education

ACCA – Association of Chartered Certified Accountants [2018 – 2022]



Major: Accounting and Finance

Modules Covered

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| <ul style="list-style-type: none">▪ Applied Knowledge<ul style="list-style-type: none">- Financial Accounting- Management Accounting- Business Technology | <ul style="list-style-type: none">▪ Applied Skills<ul style="list-style-type: none">- Audit and Assurance- Financial Management- Financial Reporting- Taxation | <ul style="list-style-type: none">▪ Strategic Professionals<ul style="list-style-type: none">- Strategic Business leader- Advance Audit & Assurance- Strategic Business Reporting- Advanced Taxation |
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Certificates

- 1- **Taxation in UAE** – Understanding of Corporate TAX, VAT and Transfer Pricing.
- 2- **PwC Network Data Protection Program** - Limit, Protect and Respect data obtained from client for working purpose.
- 3- **Advance Diploma in Accounting & Business** – Awarded by ACCA on completion of Skills module and Ethics professional and skills module.

Skillset

ACQUIRED SKILLS

1. Time Management
2. Adaptability / Teamwork
3. Accounts Receivable (AR)
4. Financial Reporting & Analysis
5. Internal Controls Assessment

TECHNOLOGY SKILLS

6. MS Word & Excel
7. Outlook Web.
8. QuickBooks Online.