



## SHAHID MURAD

Accounts and Safety Engineer

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## ABOUT ME

A highly motivated and results-driven professional with expertise in litigation, taxation, auditing, and health and safety management. Seeking to apply my educational background and professional experience to a dynamic, growth-oriented organization. Dedicated to upholding ethical standards while leveraging analytical skills and strategic insights to drive organizational success. Proven track record in advising large corporations, small businesses, and individual clients on complex legal, financial, and compliance matters.

## SKILLS

### Accounting & Finance Skills

- Financial Reporting & Analysis.
- Taxation & Compliance
- Auditing & Internal Controls
- Budgeting & Forecasting
- Accounts Payable & Receivable Management
- General Ledger Reconciliation
- Payroll Processing & Tax Deductions
- Cost Control & Financial planning
- ERP & Accounting Software (e.g., Quick Books, MS Office Xero)
- Regulatory Compliance (IFRS, GAAP, VAT, etc.)
- Identifying and evaluating financial and operational risks.
- Preparing clear and concise audit reports

# EXPERIENCE:

## CHIEF ACCOUNTANT AND SAFETY ENGINEER

02/2024 - 01/2025

Tariq Sharif Smart City, Rawalpindi.

- Managed the finance department, overseeing budgeting and financial operations.
- Ensured compliance with organizational policies and health & safety regulations.
- Conducted incident and accident investigations, implementing corrective actions.
- Performed routine site audits, risk assessments, and safety inspections. Supervised on-site contractors, ensuring adherence to safety protocols.
- Maintained compliance with health, safety, and fire legislation.
- Facilitated effective communication between teams and stakeholders

## TAX ACCOUNTANT

01/2023 to 01/2024

Riast Ishtiaq & Co. Tax & Audit Firm, Islamabad.

- Managed tax litigation processes, representing clients in disputes with tax authorities.
- Provided expert consultation on VAT compliance and optimization.
- Offered comprehensive tax and legal advisory services to corporate clients.
- Acted as a corporate advisor, ensuring alignment with regulatory requirements.
- Developed strategic business development plans to expand client base and services.

## ACCOUNTS AND CORPORATE OFFICER

05/2021 to 12/2022

AccountTax Management Consultants, Islamabad.

- Prepared accurate and compliant financial statements.
- Managed bookkeeping and ensured proper record-keeping of financial transactions.
- Liaised with corporate sector clients, providing financial and regulatory guidance.
- Conducted internal audits, reviewing vouching and verifying supporting documents.

## ACCOUNTS AND TAX INTERN

01/2019 to 03/2021

AKCO Tax & Audit Firm, Islamabad.

- Assisted in financial modeling, planning, and execution of financial processes.
- Prepared financial statements in compliance with regulatory standards.
- Conducted internal audits for various clients, ensuring accuracy and compliance.
- Advised clients on business and tax matters, providing tailored financial solutions.
- Basics of direct and indirect taxes (Income Tax, GST, VAT, etc.).
- Understanding tax laws, deductions, and compliance requirements.
- Proficiency in Excel (VLOOKUP, Pivot Tables, Macros).

## Safety Management Skills

- Occupational Health & Safety (OHS) Compliance
- Risk Assessment & Hazard Analysis
- Safety Audits & Inspections
- Incident Investigation & Reporting
- Emergency Response Planning
- Workplace Safety Training & Awareness
- Safety Policy Development & Implementation
- Analyzing workplace accidents to determine causes and prevent recurrence.
- Developing and implementing emergency response plans.
- Effectively conveying safety procedures to employees.
- Encouraging a safety culture and providing safety training.

## General Skills

- Verbal and written communication.
- Active listening and public speaking.
- Analytical reasoning.
- Decision-making under pressure.
- Team leadership and delegation.
- Conflict resolution and motivation.
- Working effectively in diverse teams.
- Emotional intelligence and relationship building.

## Languages

- English
- Hindi
- Urdu

## Digital Marketing

- FACEBOOK
- INSTAGRAM
- GOOGLE
- CANVA
- TWITTER
- TIKTOK
- DIGITAL PLATFORM

## SALES AND MARKETING ASSISTANT

04/2017 to 12/2018

RMG Cash and Carry

- Identifying potential leads and maintaining a database.
- Assisting with cold calls, emails, and follow-ups.
- Scheduling sales meetings and appointments.
- Handling customer inquiries and providing pre-sales support.
- Assisting in running social media campaigns on Facebook, LinkedIn, Instagram, etc.
- Creating and scheduling posts, responding to comments, and engaging with followers.
- Helping with blog writing, email campaigns, and promotional content.
- Designing basic graphics or presentations using Canva, PowerPoint, or Photoshop.
- Analyzing industry trends and customer preferences.
- Managing files, documents, and invoices.
- Researching competitors' sales and marketing strategies.
- Managing files, documents, and invoices.

## EDUCATION

### GRADUATION IN BUSINESS ADMINISTRATION

*(specialization in accounting and taxation)*

2014 TO 2016

UNIVERSITY OF CENTRAL PUNJAB

Lahore Pakistan.

### MASTER'S IN BUSINESS ADMINISTRATION

*(Specialization in accounting and finance)*

2017 to 2019

UNIVERSITY OF CENTRAL PUNJAB

Islamabad Pakistan

### ACCA Finalist

2020 to present

OXFORD BROOKS

United Kingdom

## CERTIFICATIONS

### NEBOSH

National Examination Board in Occupational Safety and Health.

United Kingdom

### Construction Safety and health

CPC Accelerated

Ireland

### DIPLOMA IN WORKPLACE SAFETY AND HEALTH

CPC Accelerated

Ireland

### QUICK BOOKS

(Accounting software).

### ERP

(Accounting Software)

### XERO

(Accounting software)

### MS OFFICE