

# Muhammad ASRAR

## Contact Information

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**Phone:** +966 559476051 (Saudi Arabia)

**Email:** [muhammadasrar22@gmail.com](mailto:muhammadasrar22@gmail.com)

**Current Location:** Jeddah, Saudi Arabia (Open to Relocate)

**Nationality:** Pakistani | **Iqama Status:** Valid & Transferable

**Availability:** Immediate

**LinkedIn:** [www.linkedin.com/in/muhammad-asrar-b43622221](http://www.linkedin.com/in/muhammad-asrar-b43622221)

## Summary

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Experienced and result driven CA-Finalist with nearly five (5) years of experience since 2019 in especially in **Audit & Assurance and Accounting & Bookkeeping** and Taxation & Compliances. Ability to provide assurance to valued clients through financial statement audits in the areas of audit planning, audit execution and audit reporting stages along with Accounting & Bookkeeping. Also possessed strong expertise in both **Corporate Tax, VAT, Zakat, E-invoicing & WHT** with a track record of success in tax planning, preparation, compliance, and litigation. Also enhanced my skills through short courses i.e. **SAP-Business one ERP** and **Data-Analyst**. Ready to contribute expertise to support the entity in Saudi Arabia.

## Education and Certification

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- **Chartered Accountancy - CA-Finalist & (SOCPA – Eligible)**  
Institute of Chartered Accountants of Pakistan - ICAP
- **Bachelor of Commerce (B. Com)**  
University of Azad Jammu & Kashmir, AJK
- **Income Tax Practitioner – ITP & RITBA Member**  
Licensed Income Tax Practitioner with membership in the Rawalpindi Islamabad Tax Bar Association (RITBA).
- **SAP Business One ERP & Data Analytics Course**  
(SAP Business One ERP, Advanced MS Excel, Power Query, Power BI, Tableau, SQL and Python)  
(Odoo Certification – In progress)

## Experience

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### SENIOR ASSOCIATE–KRW CHARTERED ACCOUNTANTS

ISLAMABAD, PAKISTAN (NOV 2019 to OCT 2024)

#### Audit & Assurance

- **Accounting & Bookkeeping:** Recorded daily and monthly journal entries and maintained accurate financial records, daily accounting activities and a variety of others business transactions (income, expenses, payroll etc.) using accounting software like QuickBooks & SAP Business One, as per reporting standards and regulations with full accuracy.
- **Bank Reconciliations & Discrepancy Resolution:** Conducted regular bank reconciliations for diverse client accounts and performed detailed reconciliation and analytical procedures to ensure the accuracy and completeness of financial records.
- **Financial Statement Preparation:** Prepared monthly, quarterly, and annual financial statements for diverse clients in compliance with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).
- **Audit & Assurance Engagements:** As a team member, contributed in all phases of audit & assurance including audit planning, execution, and reporting stages:
  - ❖ **Understanding the client's business and industry:** Gained insights into the nature of operations, internal control environment, and risk areas to design a focused audit approach.
  - ❖ **Risk assessment and materiality determination:** Identified significant risks through analytical procedures and client discussions, and determine materiality levels for financial statements and individual balances.

- ❖ **Conducted risk assessment procedures** including analytical reviews, inquiries, and walkthroughs to identify and evaluate areas of potential material misstatement, forming the basis for designing targeted and effective audit procedures.
- ❖ **Testing internal controls and substantive procedures:** Performed control testing where appropriate and carry out substantive audit procedures (vouching, confirmations, reconciliations) for high-risk balances and transactions.
- ❖ **Use of sampling techniques:** Applied audit sampling methods (random, stratified, or judgmental) to test large volumes of data efficiently and effectively.
- ❖ **Communication with management and those charged with governance:** Discussed significant audit issues, control deficiencies, and any non-compliance or fraud indicators before finalizing the report.
- **Audit Reporting & Deliverables:** Drafted, get reviewed and finalization of audit reports, ensuring it reflect the correct audit opinion ((unmodified, qualified, adverse, or disclaimer) in line with International Standards on Auditing (ISAs) and effectively communicating critical audit findings, financial insights and actionable recommendations to senior management and stakeholders.

## Taxation & Compliance

- **Tax Compliances & Filing Oversight:** Successfully supervised and ensured compliances of Value Added Tax (VAT), provincial taxes, withholding Tax (WHT) and advance tax compliances with more than 90% adherence to deadline.
- **Income Tax Return Management:** Managed the preparation, calculation and review of income tax computations by reducing tax liability up to 20% and the filing of annual income tax returns for individuals, Associations of Persons (AoP), and Companies.
- **Payroll Tax Supervision:** Supervised and reviewed payroll processes and calculations for multiple clients, ensuring accurate tax deductions and timely payroll tax payments.
- **Tax Exemption & Query Resolution:** Managed documentation, applications, and follow-ups for statutory tax exemptions, NPO status approvals, CPR corrections, and resolved various tax queries with taxation authorities on behalf of clients.
- **Tax Litigation & Representation:** Navigated complex tax litigation cases, contesting assessments and penalties before tax authorities, securing favorable rulings in more than 50% of cases, demonstrating expert grasp of tax law.
- **Tax Appeals & Stay Applications:** Successfully prepared and filed Stay applications (against recovery notices) and Appeals (against orders) at CIR(Appeal), ATIR (Tribunal), and Provincial levels, ensuring follow-up and facilitating hearing attendance.
- **Comprehensive Tax Advisory:** Successfully provided tax advisory services across VAT, Corporate Tax, and other direct and indirect tax matters, double taxation treaties to prevent double taxations and optimize global tax positions.

## Technical & Soft Skills

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### Technical Skills

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| <ul style="list-style-type: none"> <li>• Financial Annual Statement &amp; Financial Reporting</li> <li>• Budgeting, Forecasting &amp; Financial planning</li> <li>• Corporate tax, VAT, WHT, Zakat expertise</li> <li>• Financial &amp; Variance Analysis</li> </ul> | <ul style="list-style-type: none"> <li>• Tax Accounting &amp; compliances</li> <li>• Cashflow, AR/AP, Aging analysis</li> <li>• Intuit QuickBooks/Bookkeeping expertise</li> </ul> |
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### Soft Skills

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| <ul style="list-style-type: none"> <li>• Customer focus, Innovation, action oriented</li> <li>• Communication &amp; Presentation Skills</li> <li>• Stress management and pressure handling</li> </ul> | <ul style="list-style-type: none"> <li>• Time management, prioritizing work</li> <li>• Problem-Solving &amp; Analytical &amp; collaborative skills</li> <li>• Positive attitude, Emotional Intelligence</li> </ul> |
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## Languages

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- **Urdu:** First Language
- **Arabic:** Diploma in Arabic Language (in progress)
- **English:** Intermediate