

Hozefa Zakir Hussain

Accounting, Tax, and Auditing Professionals (UAE Experienced)

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Date of Birth: 07-01-1994

Nationality: Pakistani

Languages: English, Urdu, and Gujarati.

EDUCATION	SKILLS	SOFTWARE USED	HOBBIES
CMA – In Process	Organizational Skills	ERP and Oracle-based internal software	Reading
Bachelors of Commerce.	Risk & Time Management	Microsoft, Busy win	Traveling
Intermediate in	Project Management	Quick Books,	Socializing
O Levels	Communication	SAP	Sports

WORKING EXPERIENCE:

Team Leader-Taxation

(February 2023 – June 2024)

EBSCA ACCOUNTANT LLC

(Corporate consultancy firm in UAE)

1. Crafted and executed innovative tax strategies to maximize client savings.
2. Expertly prepared and submitted precise VAT returns, ensuring flawless compliance.
3. Conducted in-depth financial analysis to uncover tax optimization opportunities.
4. Delivered comprehensive research on intricate tax issues, producing clear and actionable reports.
5. Successfully guided clients through complex tax audits and resolved disputes with authorities.
6. Provided expert advice on corporate tax registration and efficiently resolved related issues.
7. Advised on Anti-Money Laundering (AML) compliance, enhancing regulatory adherence.
8. Provided expert guidance on Economic Substance Regulations (ESR) and efficiently managed notifications.
9. Strategically supported mergers, acquisitions, and business transactions with thorough tax planning.
10. Built and maintained strong client relationships through proactive communication and timely updates.
11. Achieved significant client savings through successful VAT refund processing.
12. Drove business growth by engaging in B2B meetings, networking events, and impactful client presentations.
13. Specialized in navigating UAE-specific tax regulations and compliance requirements.
14. Assisted clients with seamless VAT registration and compliance in the UAE.
15. Delivered expert advisory on UAE corporate tax laws, ensuring full regulatory compliance.
16. Guided clients through UAE Economic Substance Regulations (ESR) with precision.
17. Provided comprehensive consultancy on UAE Anti-Money Laundering (AML) laws and facilitated regulatory registrations.
18. Enhanced business strategies with UAE-focused tax planning and optimization.
19. Conducted impactful workshops and training sessions on UAE tax regulations for corporate clients.
20. Collaborated effectively with UAE authorities to resolve tax-related disputes and ensure full compliance.

Tax Accountant

(October 2020 – January 2023)

Hakimi Law and Associates

(Audit and accounts Tax and legal consultancy firm in Pakistan)

Accounts:

1. Prepare monthly sales invoices and provide analysis on AR aging, and collection activity for all the clients.
2. Monthly payments to suppliers and petty cash expense handling with proper record keeping.
3. Renewal of legal licenses/certifications, health insurance (Claims and payments) / Office insurance.
4. Liaison with customers, suppliers, bankers, insurance brokers, auditors, and employees on financial matters.
5. To maintain the general ledger and reconciliation of trade receivables, trade, accruals, prepayments, and Fixed and tangible asset register.
6. Perform ad-hoc assignments and reporting as required by the senior management.
7. Individual handling of day-to-day accounting operations.
8. Assist in the processing of monthly balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines.
9. Secure financial information by completing database backup
10. Perform ad-hoc assignments and reporting as required by the senior management.

Taxations (Corporate Tax, Income tax, and Sales tax)

11. Income Tax and corporate tax – workings and draft of tax returns and record keeping.
12. Sales Tax – Working and filling monthly returns on government portals.
13. Ad hoc – liaison and providing evidence in case of audit by legal bodies.

Accounts and Audit Associate**(August 2018 – August 2020)****R.A & Co Chartered Accountant****(Audit and accounts consultancy firm in Pakistan)**

1. Assist Internal Control and Compliance Management in performing the risk assessment of the assigned engagement.
2. Performing financial, operational, and compliance audits for projects assigned.
3. Develop and enhance sector-based knowledge.
4. Ensuring timely completion of assigned audit projects.
5. Assist in preparing the risk/control framework for the entity under review.
6. Review and preparation of system notes for businesses under review using either narratives or flow charts.
7. Development of Internal controls questionnaires, data analytics tools, audit programs, and detailed audit work papers incorporating test schedules, observations, audit conclusions, and ensuring audit objectives are satisfactorily met.
8. Evaluate the adequacy and effectiveness of internal controls including the risk management process.
9. Ensure that all audit work papers prepared are consistent with the Departmental standards, contain sufficient supporting information/documentation, and have been properly referenced.
10. Ensure any weakness/concerns are discussed with the end-user/client all audit exceptions are raised, related risks are highlighted, and corrective action/improvements that are feasible and value-adding.
11. Ensure timely issuance of Draft and Final reports to the Management.
12. Reconciling daily, monthly, and yearly transactions and bank statements through SAP.
13. Receiving, processing, and recording of invoices through SAP.

Major Clients of External Audits:

1. M/s General Electric Grid Solutions of Pakistan (Pvt). Ltd.
2. M/s Agha Noor.
3. M/S Lady Dufferin (Patient Welfare Society).