

# HIRA RAUF

Chartered Accountant

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## PROFESSIONAL EXPERIENCE

Organization	Designation	Tenure
<b>Punjab Revenue Authority</b>	Audit Cum Risk Compliance Officer Additionally: Enforcement Officer	Apr 2019 to current
<b>Reliant Accountants &amp; Business Solutions</b>	Senior Manager Finance	Oct 2023 to current
<b>Al Shifa Eye Trust Hospital</b>	Assistant Manager Finance	Sep 2018 – Apr 2019
<b>KPMG Taseer Hadi &amp; Co.</b>	Senior Audit Associate	Nov 2014 to May 2018

## QUALIFICATION

Degree	Year	Status	Institute
<b>Chartered Accountant</b>	2022	Qualified	Institute of Chartered Accountants of Pakistan
<b>HSSC-Pre Medical</b>	2011	80%	Punjab College of Information Technology
<b>SSC-Sciences</b>	2009	92%	Siddeeq Public School

## OTHER CERTIFICATES / TRAININGS

Description	Institute
<b>Presentation &amp; Communication Skills</b>	School of Business Management
<b>Tax Audit Capacity Enhancement</b>	GIZ Pakistan
<b>Tax Assessment</b>	GIZ Pakistan
<b>International Financial Reporting Standards</b>	Institute of Chartered Accountants of Pakistan
<b>International Standards on Auditing</b>	Institute of Chartered Accountants of Pakistan
<b>Taxation &amp; Corporate Laws</b>	Institute of Chartered Accountants of Pakistan

## **PUNJAB REVENUE AUTHORITY**

### **JOB RESPONSIBILITIES**

- Ensuring an effective legal compliance of Punjab sales tax on services Act 2012
- Highlighting tax evasion cases by desk-review / analysis of taxpayer's profile
- Conducting tax audit of taxpayers to enhance tax base
- Performing analytical procedures for identification of loop holes
- Conducting inquiries of Commissioner appeals cases
- Highlighting cases for monitoring and record impound
- Resolving complaints on PM Portal
- Conducting trainings of various businessmen to sensitize them with PSTS Act 2012

### **MAJOR CASES**

<b>Sector</b>	<b>Name of Taxpayer</b>
<b>Telecom</b>	<ul style="list-style-type: none"><li>• Telenor Pakistan Pvt Limited</li><li>• Telenor LDI Pvt Limited</li><li>• Pakistan Mobile Communications Pvt Limited</li><li>• CM Pakistan Pvt Limited</li></ul>
<b>Housing Societies</b>	<ul style="list-style-type: none"><li>• Bahria Town Pvt Limited</li><li>• Future Development Holdings Pvt Limited</li></ul>
<b>Withholding Agents</b>	<ul style="list-style-type: none"><li>• Islamabad Electric Supply Company Limited</li></ul>

## **RELIANT ACCOUNTANTS & BUSINESS SOLUTIONS**

### **JOB RESPONSIBILITIES**

- Booking services on Xero
- Working on Government grants from initial application to submission of acquittals
- Filing Business Activity statements
- Advisory & other taxation services
- Budgeting & costing of projects funded from grants

## AL SHIFA TRUST EYE HOSPITAL

### JOB RESPONSIBILITIES

- Handling **Internal Audit & Taxation** matters.
- Management of **Fixed Assets** i.e., maintenance of FAR & its reconciliation.
- Preparation of **Financial statements** & ensuring compliance with IFRS

## KPMG – TASEER HADI & CO

### JOB RESPONSIBILITIES

- Conducting **external audit** of various clients.
- Leading teams for audit including planning, executing and **reporting directly to Directors and Partners.**
- Coordinating with professionals of various fields like **legal, Tax and IT experts** for resolution of critical matters.
- Preparing draft **client deliverables.**
- Preparation of various reports on **financial statements.**
- Preparing **financial statements** of various clients.

### MAJOR CASES

Sector	Name of Client
<b>Manufacturing</b>	<ul style="list-style-type: none"><li>• Biafo Industries Limited</li><li>• Fauji Cement Company Limited</li></ul>
<b>Oil &amp; Gas</b>	<ul style="list-style-type: none"><li>• Step Oiltools FZE - Pakistan Branch</li><li>• Halliburton Worldwide Limited</li></ul>
<b>Hospitality</b>	<ul style="list-style-type: none"><li>• Pakistan Services Limited</li><li>• Hashwani Hotels Limited</li><li>• Gun &amp; Country Club</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• OPF Girls College</li><li>• Institute of Space &amp; Technology</li></ul>
<b>Non-Profit Organizations</b>	<ul style="list-style-type: none"><li>• Pakistan Foundation Fighting Blindness</li><li>• Help in Need</li><li>• Ignite National Technology Fund</li></ul>