



SAIFULLAH KHALID

SENIOR EXECUTIVE FINANCE



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LINKS

LinkedIn:

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AWARDS & ACHIEVEMENTS

31% INCREMENT

31% increase of salary in my second year due to my performance at Level 3 BOS Pvt. Ltd.

ACE OF INITIATIVE

Title of "Ace of Initiative" was awarded for taking first initiative to handle difficult tasks at Level 3 BOS Pvt. Ltd.

21% INCREMENT

21% increase of salary in my first year due to my performance at TAGM & Co. Chartered Accountants.

SKILLS

ACCOUNTING SYSTEM DESIGN & IMPLEMENTATION

FINANCIAL REPORTING

ERP DESIGNING, MAPPING & IMPLEMENTATION

MICROSOFT AX DYNAMICS

INTERNAL CONTROLS DESIGN & IMPLEMENTATION

DEBTORS & CREDITORS MANAGEMENT

PAYROLL MANAGEMENT

TAX COMPUTATION & FILING

EOBI / SESSI REPORTING & FILING

ABOUT ME

Analytical, organized and detail-oriented professional with experience in the full spectrum of accounting & finance. Player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.

WORK EXPERIENCE

LEVEL 3 BOS PVT. LTD

Oct 2020 - Present

Senior Executive Finance

- Managing 150+ bank accounts & credit cards with the quantum of 45k+ transactions per month including transactions allocation, posting, reconciliations in AX Dynamics.
- Reconciliation & posting of sales deposits on a daily basis.
- Timely reconciliation of all bank accounts on monthly basis.
- Record intercompany transactions between 50+ entities.
- Monthly reconciliation of intercompany balances.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions.
- Analyze GL accounts with material balances and resolves discrepancies.
- Assist P&L team in the monthly financial closing process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations, and report preparation.
- Assist Audit, Tax, and Treasury Manager to ensure overall coordination of all financial accounting activities.
- Ad hoc tasks include producing reports as per requirement.

LEVEL 3 BOS PVT. LTD

Sep 2018 - Oct 2020

Finance Executive

- Responsible for complete purchases accounting which includes item-wise invoice audit, scrutiny of invoices, posting, and reconciliation of invoices, payment reconciliations, and settlement of invoices.
- Maintained vendor database, purchase orders & invoices in Microsoft AX Dynamics with monthly credit reconciliation for inventory purchases and monthly vendor statement reconciliation.
- Improved inventory/purchase accounting accuracy from roughly 65% to well over 95%.
- Identified & troubleshooted questionable A/P problems and conducted investigations as needed.
- Coordinating with external and internal auditors & preparing all supporting documents and promptly responding to the queries.
- Initiated/implemented process to monthly closing process which led to a reduction in time consumption by 6 to 8 hours.
- Responsible for making recommendations in improving the overall reconciliation process and cleaning the various balance sheet accounts.
- Prepare variance analysis, change reporting, and other ad-hoc reports & recommend corrective action.
- Assisted teams in monthly p&l closing entity-wise.

COURSES

QUICKBOOKS PRO
ETECH SCHOOL-UDEMY
FEB 2022 - PRESENT

MS EXCEL - DATA ANALYTICS &
SIMULATIONS
BANKING & FINANCE SCHOOL-
UDEMY
FEB 2022 - PRESENT

PROJECT FINANCE &
FINANCIAL MODELLING IN
EXCEL
BANKING & FINANCE SCHOOL-
UDEMY
FEB 2022 - PRESENT

E-FILING TRAINING
FBR
NOV 2019

COMPLETE FINANCIAL
ANALYST COURSE
365 CAREERS-UDEMY
SEP 2018

E-FILING OF SINDH SALES TAX
RETURN, WITHHOLDING RULES
& PRACTICAL COMPLICATIONS
ANPF
APR 2018

DIPLOMA IN COMPUTERIZED
ACCOUNTING
NCPE
SEP 2016

HOBBIES

COOKING, SWIMMING, TRAVELLING,
FILM & THEATER ENTHUSIAST,
EATING OUT.

TAGM & CO.
CHARTERED
ACCOUNTANTS
Sep 2016 - Sep 2018

Trainee-Accounting, Tax & Allied Services Dept.

- Extensively worked on QuickBooks Online, QuickBooks Desktop & Pro, Peachtree, Sidat Hyder ERP & Tally ERP. 9.
- Deputed on multiple managerial positions such as (Chief Accountant, Accounting & Tax Supervisor, and Planning & Liaison Officer) at multiple clients.
- Prepared all supporting documents & reports as per requirements of auditors & jurisdictions.
- Calculated tax and prepared annexures pertaining to monthly GST, SST & WHT in compliance with relevant tax jurisdiction.
- Prepared, examined, or analyzed accounting records, financial statements to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Managed and reconciled general ledger accounts and performed bank reconciliations of designated clients.
- Independently completed account reconciliations and analysis of critical Balance Sheet accounts along with the closing of financials on time for designated clients.
- Managed payroll of multiple clients including calculation & disbursement.
- Prepared monthly, quarterly, half-yearly, and annual management accounts as per reporting standards.

EDUCATION

CIMA-UK

ACMA

- Certificate – All Five Papers (Passed).
- Operational OT Exams – E1, P1 & F1 (Passed).
- Operational Case Study (In-Progress).
- Managerial E2 & F2 (In-Progress).

ACCA-UK

ACCA

- FIA (Foundation Diploma) – All Seven Papers (Exempted).
- Knowledge Level Exams – AB, MA & FA (Exempted).
- FR (Passed).
- PM & FM (In-Progress).

NCR-CET
2012

HSC-(GCE A' Level Equivalent)

- Percentage: 67.73%

FALCON HOUSE
GRAMMAR SCHOOL
2010

SSC-(GCE O' Level Equivalent)

- Percentage: 73%

REFERENCE

References available upon request