

Khalid Khan

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OBJECTIVE

Seeking a challenging position in a dynamic organization with the aim to contribute towards organizational success by performing consistently and effectively applying my skills in a professionally motivating environment.

EDUCATION

<i>Particulars</i>	<i>Institute</i>	<i>Year</i>
Experience	7 year of Accounts/Finance experience	
MBA-Finance	Iqra University - Main Campus, Karachi	2012
B.COM	Govt.Islamia College, Karachi	2008
FSC	Govt.Degree College, Karachi	2004
MATRICULATION	Noreen Grammar School, Karachi	2002

EXPERIENCE

Abbas Steel Group (PVT) Limited – Manager Accounts/Finance.

Jun, 2015 to date

Steel Group is the manufacturing Company located in Port Qasim Karachi.

Major responsibilities are:

- Assist to GM Finance and ensuring the accuracy and authenticity of all accounting and financial records
- To keep, update and reconcile the receivable accounts including their local payment of supplier, and other associated costs in coordination with GM Finance under his guidance.
- **Checking all reports in ERP on daily basis.**
- Daily, weekly and monthly reporting.
- Bank Reconciliation.
- GL Maintenance.
- Physical verification of stock.
- Monthly budget preparing.
- Analyze monthly Profitability.
- Prepare and review the financial reports and discuss with GM Finance.
- Preparation of Monthly and Weekly Cash requests and projections.
- Advise on all bank accounts, bank relations, and ensures timely preparation of bank reconciliations.
- Advice in making payments.
- Recording of daily Expenses in the ledger account.

Universal Petroleum (PVT) Limited - Finance Officer

Jan 2013- Dec-2015

al Petroleum is the Lubricant manufacturing Company located in Korangi Industrial Area Karachi. The Company starts Oil Processing From Base oil to Blending, Blending to packing, Distributing & So on.

Major responsibilities were:

- To maintain Inventory record on Daily basis.
- Prepare payroll sheet of the employees.
- Maintain daily stock Base oil and Materials
- Resolving the matters of EOBI and SESSI.
- Maintaining Account Receivable record
- Process billing invoices, delivery order, manifest.
- Preparing daily and monthly sales of the company to analyze the performance of the company.
- Maintaining daily Expenses of the company.
- Make sure that the delivery will be on time and accurately to the customers.
- Maintaining customer's record.
- Preparing Income Statement of the company.
- Updating all records on data base.

Amaara (PVT) LTD - Accounts Officer	<i>April 2012-Dec-2013</i>
<p>Amaara is a Leather Manufacturing company located in Karachi, Amaara Manufactures all types of leather garments like jackets, blouses etc.</p> <p>Worked as an Accounts Officer.</p> <p>Major responsibilities were:</p> <ul style="list-style-type: none"> • Preparing Files of different Suppliers. • Maintaining ledger of the Suppliers. • Separating Paid and Unpaid Bills of the Suppliers. • Updating records of the Suppliers in the Company data Base System. • Making sure that the all record are entered accurately in the Company record. • Delivering Export documents to the TDAP department for processing. • Update all records on data base. 	

IT PROFICIENCY		ACADEMIC PROJECTS AND COURSES
<ul style="list-style-type: none"> • ERP Professional. • MS Office course. • Proficient in MS Office applications. • User experience of QM, SPSS. 		<ul style="list-style-type: none"> <input type="checkbox"/> Impact of Discount Rate on Long Term Loans, <input type="checkbox"/> Taxation Management: Procedure of tax collection and assessment <input type="checkbox"/> Principles of Marketing Report: Market share of Pepsi and Coca-Cola <input type="checkbox"/> Research Methods : Comparative Analysis of GSM networks of Pakistan <input type="checkbox"/> Human Resource Management: Report on Maple Pharma HR department <input type="checkbox"/> Cost and Management Accounting report : Costing of Igloo ice cream <input type="checkbox"/> SCM report: Transportation system of Pepsi <input type="checkbox"/> IT for Manager report : IT system of MCB
PERSONAL		EXTRACURRICULAR ACTIVITIES
<ul style="list-style-type: none"> ▪ Father Name ▪ CNIC ▪ Marital status ▪ Date of birth ▪ Nationality ▪ Languages 	<p>Shah Mehmood 42301-3919943-1 Married 01 January, 1987 Pakistani English, Urdu & Pushto.</p>	<ul style="list-style-type: none"> ▪ Reading Books & News paper in free time. ▪ Taught to, B.com, I.com Students. ▪ Playing computer games. ▪
REFERENCES		

References will be furnished upon request.