

# FAHAD ULLAH KHAN

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**Date of Birth:** 28<sup>th</sup> November, 1985  
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## **PROFESSIONAL SUMMARY:**

Accountant with over 16 years of experience (including 9 years in GCC) possesses multiple skills covering many financial areas such as accounts payable, accounts receivable, auditing, financial statements etc.; also work closely with management to prepare assigned costing, forecasting, annual audit and year end closing. Efficient in using Microsoft applications i.e. Excel, Word, PowerPoint along with extensive knowledge of accounting software. Holding good communication skills with range of languages i.e. English Urdu & Arabic.

## **PROFESSIONAL EXPERIENCE**

### **Alwasiq Management Consultants – Pakistan**

**Jan 2023 to date**

**Designation:** Financial Accountant

#### **Job Description**

- Prepare daily sales report and submitting to management.
- Transfer of AR and sales data into general ledger.
- Perform credit card, online sales reconciliation.
- Posting of all receipts and charges in system after reconciliation.
- Prepare weekly AR reports with progress and follow-up of aging dispute cases.
- Preparation of monthly sales summaries – (day wise, by sales type, by payment mode).
- Perform any other AR and sales related tasks as assigned by the reporting manager.
- Perform all AR activities related to month end closing.
- Assist the finance team with the preparation and finalization of period end statements and MIS reports.

### **YNY Fresh Poultry Trading LLC – United Arab Emirates**

**Apr 2018 to Jun 2022**

**Designation:** Accountant

#### **Job Description**

- Perform day to day financial transactions, including verifying and posting accounts receivable data.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Ensure invoices/ petty cash vouchers are received from the vendors/petty cashier to record invoices.
- Reconcile the ledges to ensure the all payments are account for and properly posted.
- Report PO waiting for invoice at the end of each month.
- Perform all AP activities required for monthly close.
- Prepare monthly cash flow projection; determine cash requirements for upcoming disbursements.
- Book and analyze VAT and its ledgers to ensure correctness of data for accurate filing of return.
- Prepare schedule of accruals, depreciation and prepayments.

**Alaa for Industry (AFI) – Saudi Arabia**

**May 2014 to Dec 2017**

**Designation: Accountant**

**Job Description**

- Support budgeting and costing activities.
- Reviewing and booking of payrolls, accruals, prepayments, depreciation etc.
- Preparation and submission of monthly financial reports after collection and analysis of accounts information.
- Liaison with external auditor for interim and final audit.
- Audited Tabuk branch petty cash.
- Conducted physical annual inventory including stock and fixed assets.
- Generated inventory variance report.
- Verifying, processing advances, purchase orders and cost related invoices for payment.
- Verifying vendors account statement.
- Preparing monthly payment forecast schedule.
- Extracting GRNI reports and making reconciliation of payables.
- Intercompany reconciliation with the branches and parent company.
- Updating of sales report and reviewing margin on invoices.

**United Fuel Company Limited (UFC) – Saudi Arabia**

**Apr 2013 to Apr 2014**

**Designation: Accountant**

**Job Description**

- Update monthly sales and purchase report.
- Maintain up-to-date billing system and account statement for customers.
- Correspondence with customers and resolve to queries.
- Review, verify invoices and set invoices up for payment.
- Deal with petty cash transactions and perform reconciliation.
- Prepare analysis of accounts for debtors and creditors.
- Prepare monthly collection and payment forecast schedule.
- Post transactions to general ledger and link with trial balance.
- Prepare inventory movement, depreciation & prepayment schedule.
- Assistance in month end closing and preparation of financial statements.
- Make necessary entries and adjustments to finalize the accounts.

**Wool Skins Enterprises (WSE) – Pakistan**

**Apr 2009 to Mar 2013**

**Designation: Accounts Executive and Export Assistant**

**Job Description**

- Preparation of Receipt, Payment, Purchase and Journal Vouchers.
- Receive, verify and process invoices.
- Post transactions to general ledger.
- Extract monthly reports.
- Deal with daily transaction of petty cash and perform reconciliation.
- Work out cost of goods exported and imported.
- Handle all banking transactions for exports, imports and local remittances.
- Work on Export documentation.
- Provide supporting documentation for audit.

**Amir Rice Export and Import Co. (AREI) – Pakistan**

**Jan 2006 to Mar 2009**

**Designation: Accountant**

**Job Description**

- Preparation of delivery orders and sale invoices.
- Preparation of Receipt, Payment, Purchase and Journal Vouchers.
- Receive and process invoices, verify calculation and input codes into the accounts system accurately.
- Maintaining debtors and creditors account statement.
- Work out cost of goods exported.
- Handle all banking transactions for exports and local remittances.

**ACADEMIC QUALIFICATION**

**Bachelor of Commerce** from University of Karachi in 2006.

**PERSONAL SKILLS**

- Adaptability
- Innovative
- Task Oriented

**COMPUTER SKILLS**

- Microsoft Office familiarity with pivot tables and VLOOKUPs, Tally ERP, Baan ERP, Prologic First, QuickBooks and Zoho Books.