

CURRICULUM VITAE

ARIFA KHAN

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Personal Statement:

To contribute towards achievement of organizational objectives while serving at a responsible and challenging position in a dynamic organization offering opportunities of growth and development

Professional Qualifications:

- ▮ **MBA Finance(3.4CGPA)** Federal University of Arts, Science & Technology, Pakistan –2012
- ▮ **B.COM** The University of Karachi, Pakistan - 2008
- ▮ **INTERMEDIATE(Pre-Eng.)** Allama 'Iqbal Gov. College, Pakistan - 2005
- ▮ **MATRICULATION(Science)** A.M.N. School Karachi, Pakistan – 2002

Professional Experience:

Experience in the following field is highlighted below:

Designation	Name of Organization	Tenure of Service
Supervisory Associate (Corporate Finance)	Arthur Lawrence Business & IT Services Pvt.Ltd	March-2022 to Presently Working
Asst. Mgr.Accounts	Newport's Institute (NICE)	Aug-2020 to Feb-2022
Accountant	SBB Dewan University	Sept-2018 to July-2020
Accounts Executive	Artistic Milliners Pvt.Ltd	April 2014 to July 2018
Internal Auditor	Deloitte Chartered Accountant Firm Pakistan.	Dec 2012 to Feb 2013

Supervisory Associate Corporate Finance:

Main areas of work comprise of the following (ALP)

- Billings and collections data, Posting intercompany entries & Reconciliation
- Maintain accurate account of financial transactions and ensure compliance with accounting standards.
- Strong Skills of Payables management/Managing a company's accounts payable; ensure compliance with the invoice approval process & Process Payment Through Bank online & in Cash as well
- Treasury management (cash receipt application, Daily basis bank reconciliations)
- Coordinate with banks and financial institutions to execute transactions efficiently.
- Execute foreign exchange transaction, execute fund transfers and manage cash pooling arrangements.
- Petty Cash Handling.

Asst. Mgr.Accounts:**Main areas of work comprise of the following (At Newport's Institute)**

- Manage the accuracy and productivity of day-to-day activities of Vendor accounts payable, cash disbursements, invoicing/billing, customer credits and collections, fixed asset records, general & entity accounting,
- All payments and make the tax deduction on monthly basis & Generate PSIID.
- Posting of vouchers in software (Bank Receipts / Bills / Payment & Journal Vouchers)
- Bank Reconciliation's, Bank Statements and Bank correspondence.
- Review of Payroll, Disbursement/ Deductions/EOBI/Loans/F&F on monthly basis &
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Accountant:**Main areas of work comprise of the following (At SBB Dewan University)**

- Salary disbursement, Working on Petty Cash, Security Deposits, Full & Final
- To maintained all cash transaction records / Petty Cash
- Maintain Faculty & Staff Salary Sheet
- Monthly Expenses/ Expenditure
- Reconciliation Bank Statement, Fee Vouchers/Collection.
- Deposits to bank /Bank Related Issues
- Accounts Receivable, Accounts Payable.
- Maintain Record of Fee Collection & Dues.
- BRV, ARV & CPV

Accounts Executive:**Main areas of work comprise of the following (At Artistic Milliners Pvt.Ltd)**

- Salary &Advance Disbursement Every Month &Maintain Daily Cash Position with Denomination (DCP)
- Booking Petty Cash Voucher, Full & Final, Out of Book Cash, Advanced Booking & Salary Booking. Payables booking and Coordinate with Suppliers, per piece Production Salary Disbursement, maintained
- Wastage Working on ERP Reports, Payroll, Cash Audit, Vouchers, Administration, Quality Production Departments Wise Report every month (Production).
- Cash receiving from Bank and Making record of Out Flow Cash.
- Book keeping, Maintain Record Cash Control, Cash Reconciliation at the End of Every day, Cash Closing,
- Assist in Audit of misc. Administrative & Production Bills & incentive etc.

Internship Project:**INTERNSHIP (Deloitte Chartered Accountant Firm Pakistan)**

Internship (At Tawarqi Steels Mills Ltd)

During the Probationer Period, I got acquainted with the work in following departments / sections:

- Entity Level Control Report
- Financial Statement Control Report

Certificates:

- Three Months English Language Certificate from **DOMINO ENGLISH LEARNING CENTER**
- Artistic Milliners, **ISO Competition Certification 2015**
Artistic **Milliners, Management Trainee (UNDP) 2016**

Computer Skills Abilities:

- Thorough knowledge of windows based systems and application software
- Internet, Browsing
- MS Office

Personal Details:**Personal Information**

- Daughter Of : Saeed Ahmed Khan
- Nationality : Pakistani
- Marital Status : Single
- CNIC : 42201-9991979-0

References:

References will be providing on Request.