

Abdul Noman Khan

Account Receivable / Assistant Accountant

Knowledgeable about preparing invoices, processing payments and pursuing past- due balances. Well – versed in accurately coding different types of bill for clear recordkeeping and tracking. Team- oriented, dependable and performance – driven. Organized Senior Account Receivable Specialist with (05) years of experience in accounts receivable and accounting fields. Highly skilled leaders in training and leadership of team members to accurately process payments using credit cards, checks and cash. Detailed manager of accounting process with clarity and deliberation despite heavy workloads.



Work History

2023-08- Account Receivable / Assistant Accountant Current

Polyset Company, Karachi

- Accounts receivable management
- Billing dispute resolution
- Month – end closing and reconciliation
- Time management and prioritization
- Team training and development
- Attention to detail and error reduction
- Payment plan negotiation
- Collections and debt recovery
- Knowledge of accounting software and system
- Preparing of Sale Tax Invoice
- Filling of Sale tax return

2021-11- Assistant Accountant

2023-07 Indus Pencil Industries (Pvt.) Ltd, Karachi

- Preparation of contract staff payroll and entry into accounting software
- Reconcile of debtors and creditors accounts and submitting of reports on debtors and creditors accounts to management
- Check the company's quality management system documentation
- Physical checking of inventory to make sure that all departments are following documents system of recording transaction
- Maintain Journal Entry Sale, Purchase & Exp Invoice
- PC literacy, especially goods knowledge of MS Excel.
- Prepare Cheques also payment to concern person or party

Contact



Address

House no# L-455 Sector 5A/2,
North Karachi, Karachi, Pakistan

Phone

+92332-7968253

E-mail

nomikhan80479@gmail.com

Software



Ms. Excel

Very Good

Busy ERP Software

Very Good

Photoshop

Very Good

Internet – Email work

Very Good

Skills



Relationship Building

Very Good

Billing Experience

Very Good

Accurate Payment Posting

Very Good

2020-11- Administration Coordination

2021-10 *Karachi Psychiatric Hospital, Karachi*

- Collaborated in timely processing of billing and account receivables
- Worked closely with others to accomplish timely invoicing and accounts receivables
- Monitored and directed incoming mail and prepare outgoing mail
- Prepare detailed documents and reports in adherence administrative processes.
- Monitored and ordered office supplies to keep office shocked with resource necessary to function smoothly

2016-04 - Procurement Executive / Assistant Accountant

2020-09 *Haji Karim Company, Karachi*

- Set up and negotiated contact to obtain favorable pricing and delivery structure
- Maintained current understanding of pricing structure, market condition and trends in industry
- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted and checked input data against original documents



Education

2014-01- MBA: Supply Chain Management

2016-12 *KASBIT- Karachi*

2011-01- Bachelor of Commerce

2012-12 *University of Karachi- Karachi*

2008-03- Intermediate: Commerce

2010-03 *Govt. Degree for Boys College - Karachi*



Languages

Urdu



English

