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United Arab Emirates

## EDUCATION

MBA Finance (Equivalent to MS)

Preston University Islamabad, Pakistan

BSc. Statistic, Economics

AJK University Muzaffarabad

## EXPERTISE

- Finalization of Accounts
- Cash and Bank Reconciliation
- Payroll
- ERP Implementation
- AR and AP Management
- Cash Handling

## PERSONAL DETAILS

Date of Birth: 02-Jan-1986

Nationality: Pakistani

CNIC#: 82303-5330853-0

Marital Status: Single

Languages: English, Urdu, Punjabi

# ANJUMAN KHAN

Experienced Professional Accountant with 9 Years of Expertise in Accounts & Administration

## Profile Summary

- Highly organized and self-driven individual, passionate about developing my career in the field of accounting as an accountant. A motivated individual with more than 9 years of diversified experience in accounts and administration. During my career, I have been associated with the Educational Sector, Telecommunication company, real estate company, Recruiting agency, and health industry where I was engaged in Cash Handling, Bookkeeping, Financial statements, Budget & Forecasting, and Payroll. My commitments can be gauged from the fact I am an accredited holder of an MBA degree of 3.4 years (which is equivalent to MS) with accounts as a specialization from Preston University Islamabad Pakistan.

## Career Timeline

- Manager Accounts & Administration**  
Sep 2021 - Present  
Property Moves LLP Rawalpindi, Pakistan
- Manager Finance**  
Nov 2020- June 2023  
Python Leads Inc. Islamabad, Pakistan
- Assistant Manager Finance & Admin Assistant**  
Feb 2016 - Sep 2020  
MY University (Muslim Youth University) Islamabad, Pakistan
- Accounts & Internal Audit Clerk**  
Jan 2017 - Dec 2018  
Shazad Adil & Co. Islamabad, Pakistan
- Manager Accounts & Admin**  
April 2015 - Feb 2016  
SQK Enterprises Islamabad, Pakistan
- CSR/Assistant HR**  
Feb 2014 - Jan 2015  
ASK Development (Under Contract of PTCL) Islamabad, Pakistan
- Cashier**  
Aug 2008 - Feb 2009  
Al Haseeb Medical Complex, Poonch Rawalakot, AJK
- Teacher cum Event Administrator**  
March 2008 - Jan 2011  
Iqra Rauzat-ul-Atfal School, Poonch Rawalakot, AJK

# Work Experience

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## **Property Moves LLP - Rawalpindi**

**Manager Accountants & Administration (Sep 2021 to Present)**

### **Key responsibilities;**

- Preparation of daily and monthly financial reports
- Monthly reconciliation of cost and revenue to ensure accuracy of the transactions
- Finalization of accounts.
- Maintain listing of accounts payable/accounts receivable.
- Maintaining trail balance and general ledger and providing guidance to bookkeeping team
- Reporting to the management, detailed department wise analysis.
- Tracking and processing the salaries.
- Budgeting & Forecasting
- Keep abreast with all organizational changes and business developments
- Recruit & train personal and allocate responsibilities and office space
- Manage Schedules and deadlines
- Ensuring adequate internal controls are in place to handle the cash related transactions
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Organize and supervise other office activities (recycling, renovations, event planning etc.)

## **Python Leads Inc. – Islamabad, Pakistan**

**Manager Finance (Nov 2020 to June 2023)**

### **Key responsibilities;**

- Finalization of accounts
- Preparation of daily and monthly reports and presenting to the management
- Payroll & benefits processing of employees as per the policies
- Bank reconciliations
- Implemented procedure to ensure the adequate control are there to safeguard cash handling
- Addressing the queries raised by the team and resolving on timely basis

## **MY University (Muslim Youth University) –Islamabad, Pakistan**

**Assistant Manager Finance and Admin Assistant (Feb 2016-Sep 2020)**

### **Key responsibilities;**

- Recording financial information and maintaining all the financial records for the University.
- Preparation and submission of daily and monthly financial reports.
- Preparation of bank reconciliation statements and maintaining its record.
- Acting as the point of contact between the executives and internal or external colleagues
- Recording and payment of payroll of all employees on timely basis
- Handling correspondence directed to managers
- Assist Senior Management in preparation of Annual Accounts.
- Preparation of Monthly Trail Balance & Balance Sheet
- Taking dictation and minutes and writing them up subsequently
- Providing the relevant information to the external auditors for the audit of financial statements
- Producing reports and presentations

## **Shazad Adil & Co – Islamabad, Pakistan**

**Accounts & Internal Audit Clerk (Jan 2017-Dec 2018)**

### **Key responsibilities;**

- Maintaining Clients Data.
  - Assisting my senior with preparation of Income Tax
  - Preparation of Clients financial Statements.
  - Clients Book Keeping
  - Trained new accounting recruits
  - Payroll Processing
  - Responsible for keeping Company Accounts
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## **SQK Enterprises (Recruiting & Consulting Company) –Rawalpindi, Pakistan**

**Manager Accounts & Admin** (Nov 2015-Feb 2016)

**Key responsibilities;**

- Reporting to CEO and briefing him about recoveries, payments and presenting receipts
- Presenting Financial planning seminars
- Preparation of salaries and employee's benefits
- Preparation of monthly trail balance and balance sheet

## **ASK Development (Under Contract of PTCL) –Rawalpindi, Pakistan**

**CSR/Assistant HR** (Feb 2014-Jan 2015)

**Key responsibilities;**

- Solving Customer's queries
- Give them information about new promotions
- Other HR related work like: attendance verification, update leave record, and payroll

## **Al Haseeb Medical Complex –Rawalakot, Azad Kashmir**

**Cashier** (Aug 2008-Jan 2009)

**Key responsibilities;**

- Cash Handling
- Maintaining daily cash book
- Reporting CEO and briefing about daily receipts & payments

## **Iqra Raizat-ul-Atfal –Rawalakot, Azad Kashmir**

**Teacher cum Event Organizer** (March 2008-Jan 2011)

**Key responsibilities;**

- Teaching Mathematics to secondary school students
- Organizing events in school

## **PROFESSIONAL CERTIFICATIONS/ TRAINING & DIPLOMAS**

- Worked on Sehal Solutions & ERP Solution from 2016 to 2020.
- Peach Tree & Quick Book in May 2015 from WON Institute Professional Studies Pakistan (2015) Certificate of Participation (Role of Media in Disaster Management) in 2013 from Preston University Islamabad Pakistan (2013)
- Post Graduate Diploma in IT from Skill Development Council Ministry of Labor & Manpower & Overseas Pakistanis Government of Pakistan(2008)
- MS Office from Al Huda Institute of Information Technology AJK (2007)