

ASIF AHMED KHAN

House no. R-311, Sector 15/A-3, North Nazimabad Town, Karachi, Pakistan

Cell # +923343040305 – UAE Contact # 00971 50 95 70 397

Email: asyf22@yahoo.com

Visa Status : Visit visa (Available till 25/06/2023)



Objective

Partly Qualified C.A. with **17+** years' experience in the field of accountancy and finance, with core competences in corporate reporting, budget planning and cash management, seeking a challenging position in a dynamic organization to contribute accrued skills and experience towards formulating & achieving long term financial objectives.

Profile Summary

- Motivated and highly organized professional with extensive experience in all aspects of accounting, including financial statements, financial reporting, accounts payable, accounts receivable and bank reconciliations.
- Detail oriented and organized with strong problem solving skills and exemplary attention to details.
- A team leader with team building instincts and exhibit ability to take on more responsibilities with the passage of time.

Functional Areas

- Financial Statements & Reporting.
- Financial Analysis.
- Business Forecasting.
- Budgetary Control.
- Strategic Planning.
- Cash/ Fund Flow Statements.

Professional Background

M/S Gul Ahmed CBMC Limited
as **Manager Finance**

Oct-2015 to Present

Job Responsibilities

- Reporting to Management on:
 - Preparation of periodic & annual financial statements
 - Reviewing of Bank reconciliations and aging analysis.
 - Providing an acute angle of the organization's performance through financial and operational ratio analysis, comprehending the financial information by providing year to year trends in term of ratio analysis to identify the areas of business that needs management attention.
- Budget Planning and Control:
 - Preparation of revenue forecasts, capital expenditure requirements, operating expense budgets.
 - Variance Analysis of operating expenses against budgets, prior years and quarters, also providing feedback to management.
- Cash Management:
 - Implementation of an effective cash management system for the estimation of cash receipts and cash disbursements to determine cash availability, examination of past cash flow patterns and regular review of bank balances report.
 - Reviewing of weekly cash reports for the purposes of maintaining adequate liquidity.

M/S Shalimar Industries
As **Chief Accountant**

March 2001 to June 2015

Job Responsibilities

- Preparing monthly & annual financial statements
- Monitor Banking activities of the organization.
- Ensure adequate cash flow to meet the organization's needs.
- Develop and maintain system of internal control to safeguard financial assets.
- Assists in design, implementation and timely calculation of wage incentives, commissions and salaries.
- Oversee accounts payable and accounts receivable aging analysis.
- Oversee business insurance plans and health care coverage analysis.
- Inventory control and management.
- Assisting in statutory annual audit.

M/S M & J Engineering (Pvt.) Limited
as **Finance Manager**

Oct-1997 to Feb-2001

Job Responsibilities

- Manage treasury, accounting & audit processes and systems.
- Prepared financial reports including monthly & annual accounts.
- Prepared financial management reports.
- Provide strategic analysis support to the company.
- Managing accounting operations (Accounts payables, receivables, fixed assets, etc.) to ensure that the operations are accurate, efficient and in line with applicable regulations.

M/S Qavi & Co. Chartered Accountants
as **Trainee Student**

Sep-1993 to Sep-1997

Job Responsibilities

- As Audit job in-charge conducted a number of assignments which include Planning Organization Controlling & Reviewing the entire job, understanding of internal control & conducting system review with the objective recommending implement & reviewing financial statements to ensure compliance with local and international accounting standards.
- Preparation of Final Accounts & Management Letters.
- Working of Income Tax and Wealth Tax Returns.

Qualifications

- ❑ C. A. Intermediate G - I from Institute Of Chartered Accountant of Pakistan
- ❑ Completed C. A. Article ship from M/S Qavi & Co. Chartered Accountants (Sep. - 1993 To Sep. 1997)
- ❑ Bachelor of Commerce from Karachi University, Pakistan in 1992

Computer Skills

- ❑ MS Office 2010 including Word, Excel, Power Point, Lotus 123 & Word Perfect and Outlook Express.
- ❑ Well versed in various integrated office tools for designing business reports, spread sheets, budgets, general correspondence and presentations.

Personal

- | | |
|-----------------------|----------------------------------|
| ❑ Father's Name | Zafar Hassan Khan |
| ❑ Date of Birth | 05 th Novemeber, 1973 |
| ❑ Nationality | Pakistani |
| ❑ Language Competency | English & Urdu |
| ❑ Marital-Status | Married |

References

To be furnished upon request