

M. Nazim Saleem Khan

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MANAGERIAL ACCOUNTANT

Budgeting & Planning | Credit Controlling | Costing | Inventory Management

HONEST. LOYAL. DEDICATED.

- As an Accounting and Finance professional, I have good knowledge of preparing quarterly and annual financial reports, monthly sales and general ledger closings, including journal entries. Experienced with the preparation of various balance sheet schedules, P&L statements, booking bank deposits and transfers.
- Experienced with Inventory management in terms of receiving, managing & conducting reconciliations for proper accounting to minimize variances.
- Understanding of complex accounting processes, plus good knowledge of general and cost accounting practices.
- Knowledge of Accounts Receivable, Customer Accounts tracking, while involving teams across regions with focus on business leader support, financial and risk management.

EDUCATION: Master in Commerce - FUUST, Karachi

PROFESSIONAL QUALIFICATION: CMA – Managerial Level 4 papers cleared
CAT – Certified Accounting Technician Level 1 Cleared

TECHNICAL COMPETENCIES: Microsoft Office (Excel, PowerPoint, Word), Peach Tree, Tally, Quick Book Pro.

SOFT SKILLS: Time management. Problem resolution. Communications. Critical thinking. Presentation. Flexibility. Willingness to learn.

PROFESSIONAL EXPERIENCE

Sindh Industrial Trading Estate Limited | Karachi, Pakistan
Credit Controller – Accounting Shared Services

10/2005 – Present

Responsibilities

- **Managing** the entire **Accounts Receivable** function with 800+ customer accounts worth **PKR. 216mn annually**
- **Responsible** for **meeting targets** in monthly **receivables** and keeping **bad debt** to a minimum.
- **Forecasting Cash Flow** and providing **weekly detailed reports** by every sales invoice **comparison** to previous week and **major movements**.
- **Engaged** with **high volume** of **calls, emails & meeting** with **debtors**
- **Liaising** with **Sales Account Managers/Collectors** regarding **overdue/disputed accounts**
- **Reviewing Key Customers** on a **weekly basis** with **escalation** to **account managers** and **directors** as appropriate.
- **Assisting** in the smooth operation of the **credit control system & target collection**.
- **Tracking funds** received from **customers** and **approving deposits** to corporate accounts
- **Maintaining Subsidiary Accounts** and develop reports to detail **aging** and **past due accounts** for **senior management**
- **Bank Reconciliation** and **accounts analysis** to discover **discrepancies** and resolve all **variance** promptly
- Preparation of **Trial Balance**, month end **Final Accounts**, **balance sheet schedules** and **Fixed Asset Register**
- **Participation** in **Budgeting** process for the **Annual Operating Budget**
- **Developing** and **implementing** improvements to existing **operational procedures** to **maximize efficiency** and cut the **operational cost**
- **Supporting** the **Internal Audit** function to conduct **ad-hoc analysis** on randomly selected customers
- Annual **stock count** supervision and execution by submitting report to management
- **Aging** stock reporting, weekly **cycle count** and **monthly reporting** to management for discussion
- Inventory **write off** decision by following company procedures
- **Weekly** visit to **sites** to verify **samples**

Responsibilities

- Keeping track of payments and expenditures, including purchase orders, invoices, statements, payroll, etc.
- Maintaining Cash Book and Posting Ledger entries
- Preparation of Trial Balance
- Performing Bank Reconciliation, disbursing petty cash by recording entry, and verifying documentation
- Invoices Controlling, Supplier Reconciliation and supplier payment Follow Up
- Resolving payment discrepancies and documentations of purchase order, contract or invoices
- Maintain accounting ledgers by verifying and posting account transactions
- Calculating brokers' sales commission, and prepare related report
- Updating Items Cost Price
- Inventory control
- Maintain historical records