



KHALID ALI

Assistant Manager Finance

Results oriented Assistant Manager Finance bringing 5 years of experience in Accounts and Finance. Strong history of achieving financial business goals with effective controls and planning. Familiar with managing Finance operations. Successfully optimizes frameworks and excellent reporting, record keeping and relationship building abilities.

Contact

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Chak#235gb, Tehsil Jaranwala, District Faisalabad

Education

● CMA

Institute of Cost & Management Accountant of Pakistan

2022-2024

Field of study: Accounts

● Bachelor's

Govt. Cllege University Faisalabad

2015-2019

Bachelor's in Business Administration with specialization of Bankin & Finance

● Intermediate

Intermdiate in commerce 2013-2015

Icon college of commerce Jaranwala.

Major Subjects: Accounts

Experience

● Assistant Manager Finance

Nimra Textile Pvt LTD

May 2023 - Present

- Prepare Bank positioning on daily basis.
- Posting of credit advices of export realization & calculate Less/Excess Realization on Export and Exchange rate difference.
- Online Sale Monitoring Through Shopify & Payment confirmation against paid orders at Shopify before Dispatch inventories.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Posting of Export sale vouchers.
- Bank reconciliation at month end.
- Posting of loan granted Advices (FAPC in transit & own source, ERF part 1 and part 2). Adjustment of markup made after maturity period in Oracle.
- Posting of Export liability vouchers.
- Posting of bank payments and bank receipt vouchers in Oracle.
- Prepare RTGS Request form for Fund Transfer.
- Upload transactions on bank portal for the purpose of IBFT & In house (FT) Transaction.
- Others duties assigned to me by Accounts Manager and CFO.

● Finance Officer

M.K Sons Pvt LTD

Oct 2020 - April 2023

- Cheque's printing for vendors Payments in SAP.
- Prepare RTGS request form for funds Management.
- Upload online Transactions on bank portal regarding IBFT's and FT & post Bank vouchers in SAP.
- Created reports on financials and forecasts using Excel and PowerPoint.

Skills

- SAP
- Oracle
- SAGE 300
- Shopify
- M.S Excel
- M.S Word
- Bank Reconciliation
- Finance Management
- A/C Receivable Management
- A/C Payable Management
- Sales monitoring
- Invoicing
- Bookkeeping
- Reporting and documentation
- Cash Flow Management
- Account management
- Negotiation
- Credit Control
- Payroll Management
- Accounts Reconciliation
- Vendor Management
- Expense Monitoring
- Logical and systematic thinking

- Posting Voucher of Foreign Bank Charges, Export Development Surcharges In SAP.
- Posting of Bank Receipt Vouchers of Loan granted against FAPC in-Transit & Out-Source In SAP
- Posting Voucher of Foreign Bank Charges, Export Development Surcharges In SAP.
- Posting of Bank Receipt Vouchers of Loan granted against FAPC in-Transit & Out-Source In SAP
- Preparation of Cash Flow Statement.
- Posting of Debit advices against L.C for Import payments of different types of LC such as (Sight LC, Advance, Contract, Usance LC).
- Posting of LC Opening Commission, FED L.C advising Charges, Stamp charges In SAP.
- Posting of Margin Held & Margin Reversed by bank In SAP for Bank Guarantee Endorsement.
- Clearing of Bank Guarantee Endorsement In SAP after settlement.
- Calculated, prepared and filed payroll taxes for employees.
- Maintained and update chart of accounts for open new Head of Account, correct procedures and including current, accurate details.

● Accounts Officer

ChenOne Stores LTD Sep2019 - Sep 2020

- Record Sale entries of Online Payments by customers via HBL visa master & UBL Visa Master (Credit and Debit card) into sage300.
- Issue instrument numbers to branches accountant against vender's payment.
- Reconciliation of Banks & ledger accounts.
- Posting of Journal entries, Store vouchers, Bank vouchers & Liabilities Vouchers.
- Manage cash receivable matters.
- Connect with branches accountant and others customers on phone calls for cash recovery against sale on daily basis.
- Generated financial statements documenting revenue, expenses and liabilities.
- Other Duties assigned to me by my senior's

● Languages

ENGLISH

URDU

PUNJABI

● Reference

Reference will be provide on demand.