

**Khurram Iqbal**

Street Babu Faiz Ullah Main Road Garjakh, Gujranwala

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[khurramsahi15@gmail.com](mailto:khurramsahi15@gmail.com)

**PROFESSIONAL EXPERIENCE:**

**1. Faiz Sweets wholesale** (Self-Business May 2023 to December 2024)

**Business summary:**

Started my own business as whole sale deal in confectionery items

**2. Accounts Executive** at Master Tiles (Feb 2021 to Apr 2023)

**Core Responsibilities include:**

- Cash & Bank Receipts and Payments
- Customers, Supplier & Bank Accounts Reconciliation
- Daily follow up & recovery of customer due balances
- Recording & handle postdated Cheques & follow up of dishonor cheques

**3. Junior Disbursement Officer** at Muller & Phipps Pvt. Ltd. (Nov 2020 to Feb 2021)

**Core Responsibilities include:**

- Validate & recording all Banking receipts & payments
- Customer and bank accounts reconciliation
- Dispatch daily invoices to customers and keep update record
- Daily follow up of customer due balances
- Perform monthly internal stock audit

**4. Asst. Accounts Officer** at GHAZI BROTHERS (June 2014 to Sep 2020)

**Core Responsibilities include:**

- Maintain Petty Cash Book in Microsoft Dynamics AX ERP.
- Prepare Purchase Orders, Sales Orders, Delivery Challan, and Sales Invoices in ERP.
- Validate & recording all Banking receipts & payments.
- Customer and banks account reconciliation.
- Recording & handle postdated Cheques & follow up of dishonor cheques.
- Daily follow up of customer due balances & update feedback in ERP.
- Plan, monitor, review the targets & working activities assign to subordinates.
- Assist to Branch Manager & Accounts Manager in multi tasks.
- Monthly & annually internal stock audit.

**5. Accountant** at ZAM ZAM ISLAMIA PUBLIC SCHOOL (March 2012 to March 2014)

**Core Responsibilities include:**

- Book keeping of daily cash receipts & payments
- Sales & purchase of books, copies & uniform.
- Compose all papers in MS Word & Inpage

**ACADEMIC CREDENTIALS:**

Degree	Institution / University	Specialization	Passing Year
MBA	Virtual University	Accounting & Finance	2012 – 2016
B.Com (IT)	University of Punjab	Accounting, Business & Commerce	2007 - 2009
D.Com	PBTE Lahore	Accounting, Business & Commerce	2005 - 2007

**KEY SKILLS:**

- Team working
- Strong relationship with customer
- Time management abilities
- Hardworking
- Leadership
- Positive attitude
- Honesty & loyalty
- Good communication skills

**COMPUTER SKILLS:**

- Diploma in computerized accounting (Peachtree)
- Microsoft Dynamics ERP
- Proficient in MS Office (Word, Excel, Power Point)
- In-Page, Emailing

**PERSONAL INFORMATION:**

- **Father's Name** Muhammad Iqbal (Late)
- **Date of birth** 02-01-1988
- **CNIC #** 34101-6626924-1
- **Religion** Islam
- **Gender** Male
- **Nationality** Pakistani
- **Marital Status** Married

**REFERENCES:**

**1. Mr. Majid Hussain      0092-343-6253918**  
Accounts Manager at Master Tiles

**2. Mr. Abu Adnan      0092-333-8194118**  
Deputy Accounts Manager at Muller & Phipps

**3. Mr. Muneer Lakhani      0092-302-8229320**  
Accounts & Finance Manager at Ghazi Brothers