

Resume of Nadeem A. Khan

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To work in a learning and challenging environment, utilizing my skills and knowledge to the best of my abilities and contributing positively to my personal growth as well as the growth of the organization.

Position : Senior Accountant
Professional Experience : More than 12 years word experience
Education : Bachelor of Commerce

Key Skills

Finalization of Accounts (Balance Sheet, Income Statement, Cash Flow Statement and Change Inequity Statement), Budgeting (Mater Budget, Capital Budget, Cash Budget) Cost Management, Planning & Forecasting, Internal Control.

Summary of Career

Rukn AL Barary Plaster & Tiles Cont. Sharjah, U.A.E
Accounts cum Admin

Nov-2022 to till date

- Summarize financial status by collecting information, preparing balance sheet, P&L and other statements monthly basis.
- Manage the execution of financial transactions in accordance with organization's accounting controls, policies, and procedures.
- Prepare Customers outstanding Receivable Report.
- Weekly Present Outstanding Payable Report.
- Prepare Monthly Collection Target Report.
- Prepare bank reconciliation and present the Bank Exposure Report to The Management.
- Generate and record sales invoices and follow up collection against due outstanding invoices Verify & Record supplier's invoices.
- Issue cheques to supplier as per agreed payment terms, Maintain Received and Issued Post Dated Cheques (PDC) Schedule.
- Pass closing entries and complete the monthly closing procedure (accruals, prepaid, advances, ledger, and Sub-Ledgers reconciliation).
- Assist in tax preparation, filing (VAT).

Indus Hospital & Health Network Karachi, Pakistan
Accountant

Feb 2017 - Oct 2022

- Prepared financial reports (Balance sheets & Income statements).
- Prepare and record sales invoices and follow up due outstanding invoices.
- Verify supplier invoices with delivery note, purchase order (LPO).
- Reconcile the debtors and creditors ledger.
- Reviews general ledger on a weekly basis to ensure accuracy of posting.
- Issue cheques to supplier as per agreed terms.
- Passing closing entries at end of each month.
- Disburse petty cash / Paying: travel expenses, office maintenance, and cash purchase.
- Conduct internal audit & coordinate with external auditors.
- Prepare staff payroll and disbursement cash employees' salary.
- Developed and implemented an automated reporting system that improved reporting efficiency by 50%.
- Identified and recommended improvements to the current MIS, resulting in a 25% increase in reporting accuracy and consistency.

Dadabhoy Group of Companies Karachi, Pakistan
Accountant

Dec 2009 - Feb 2017

- Finalization of Accountant (Balance Sheet, Income Statement).
- Financial Reporting to the Management.
- Outstanding Clint payments.
- Bank Reconciliation.
- Prepare the Cash Book.
- Manage the Petty Cash Disburse the monthly salary. Prepare staff payroll.
- Verify Supplies Invoices.
- Record Sales & Purchase Invoices.
- Reconcile Debtors & Creditors Ledgers.
- Follow up the customer outstanding payment.
- Make suppliers Payment as per agreed payment terms.
- Prepare and Submit Sales Tax & Income Tax Challan.

AL Hadi Textile Pvt Ltd Karachi, Pakistan
Assistant Accountant

Feb 2003 - Dec 2009

- Finalization of Accountant (Balance Sheet, Income Statement).
- Financial Reporting to the Management.
- Prepare the Cash Book, Prepared Bank Reconciliation.
- Manage the petty cash disburse the monthly Salary, Prepare staff payroll.
- Verify Suppliers Invoices, Record Sales & Purchase Invoices.
- Reconcile Debtors & Creditors Ledgers.
- Follow up the customer outstanding payment.
- Make suppliers Payment as per agreed payment terms.
- Prepared and Submit Sales Tax & Income Tax Challan.
- Internal Audit / Coordination with External Auditor.
- Generate and distribute daily, weekly, monthly production report to the management.
- Analysed business data to generate comprehensive reports, providing valuable insights to the management team for making informed business decisions.

Computer Skills / Software Skills

Good command on accounting Software : Tally ERP-9, Quick Book, PACT RevenU and SAPAAD
Microsoft Office Applications : Word, Excel (Spread Sheet), Power Point
Strong reporting and analytical skills.

Certification

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- Oracle Database 10g - SQL Tuning
 - Oracle Database 10g - Advance PL/SQL
 - Oracle Forms Database 10g - Build Internet Applications

Personal Detail

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- Nationality : Pakistani
 - Language : English, Urdu and Hindi
 - Visa Status : Visit Visa
 - Availability : Immediate Joining
 - Current Location : Sharjah, U.A.E.