



## Nadeem Khan

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### ACCOUNTING & FINANCE PROFESSIONAL

*Financially and operationally driven accounting professional with 10+ years of demonstrated expertise managing financial reporting, audit, compliance AP / AR, GL, and taxation functions for corporate finance entities.*

Accounting | Revenue & Profit Growth | Stakeholder & Client Relations | Financial Management | Best Practices & Processes | Financial Governance | Process Improvement | Regulatory Compliance | GL, A/P, & A/R | Audit & Controls | Reconciliation | Variance Analysis | Cash Management | Taxation | Oracle | Tally ERP-9 | QuickBooks | PACT RevenU | SAPAAD | Excel | Word | PowerPoint

### WORK EXPERIENCE

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#### **Rukn AL Barary Plaster & Tiles Cont. Sharjah, • Accounts cum Admin • (11/2022) - Present**

- 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).
- Verify taxes are paid in the appropriate period and reconcile input VAT and output VAT ledger with VAT return summary.

#### **Indus Hospital & Health Network Karachi, Pakistan, • Accountant • (03/2017 – 10/2022)**

- 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.

**Dadabhoj Group of Companies Karachi, Pakistan, • Accountant • (12/2009 – 03/2017)**

- Finalization of Accountant (Balance Sheet, Income Statement).
- Financial Reporting to the Management.
- Outstanding Client payments.
- Bank Reconciliation.
- Prepare the Cash Book.
- 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.
- Prepare and Submit Sales Tax & Income Tax Challan.

**AL Hadi Textile Pvt Ltd Karachi, Pakistan, • Assistant Accountant • (03/2003 – 12/2009)**

- 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.

**EDUCATION AND CERTIFICATIONS**

Karachi University • Bachelor of Commence  
(1992)

Pakistani Swedish Institute of Technology Karachi • Diploma Associate Engineer (Electrical)  
Academy of Business Computers Karachi • Diploma in Computer Science

**CERTIFICATIONS**

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