

Farooq Ahmad Khan

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Professional Summary:

A sound understanding of accounts & Finance following academics and 8 years experiences makes me head-on emerging issues. This is in-hand skill and financial calibre that makes me turn the challenges into opportunities.

Professional & Academic Qualification:

University of Management and Technology (UMT) Lahore

MBA (Finance) 2014

Govt. College University (GCU) Faisalabad

BBA (H) Finance 2011

Experience

Nasser Group Investment LLC (UAE)

Feb-2022 to Till Date

Najib Talib fresh Food is a UAE-based restaurant franchise company operating primarily in the Food & Beverage industry. It is currently undergoing strong growth and has a need for strong professionals to aid this expansion.

Responsibilities as Accountant:

- Managing Cash payment and bank payment Vendors as per their Credit period.
- Payable management while posting payment and receipt vouchers on daily basis.
- Recording financial transactions, JV's & adjusting entries.
- Monitoring processing of invoice, payment and follow-up for recovery.
- Reconciliation of vendors and the banks monthly and dealing with company bank.
- Petty Cash Management including supervision of all nationwide station.
- Preparation Monthly Cash Flow statement to serve the purpose of the Management
- Make online Payments of all Utilities like DEWA, FEWA, ADDC, DU, Etisalat Etc.
- Aging analysis of vendors payable
- Preparation daily fund flow position
- Manage fixed leased asset including addition, disposal and depreciation
- Coordination with external auditors.
- Negotiations with vendors for lasting relationship and to address their Issues.

- Ensure the accuracy of trial with GL, Payable, and Receivable module data and working on monthly accounts.

Triumphant International (Pvt) Ltd., Pakistan

Dec 2015 – Nov 2021

Triumphant is a group of companies that operates in Food and Hospitality Industry. Yum (Chinese & Thai Food), Spice Bazaar (continental Food) and Chashni (sweet cuisine) are the brand names that nurtured under the umbrella of Triumphant.

Responsibilities as Accounts Officer:

- Verifying and Booking of Vendors Purchase Invoices.
- Preparation of vendor payment and posting in ORACLE
- Reconciliation of Cash report on Daily basis.
- Managing all cash, petty cash
- Reconciliation of vendors and the banks monthly.
- Recording financial transaction, JV's & adjusting entries
- Booking both cash & Credit sales entry after reconciliation
- Complete inventory Stock Report all branches & Warehouse
- Strong Coordination with Store & Purchase for GRN/Issuance
- All the related monthly, quarterly and yearly leased asset entries
- Reconciliation of all the related ledger of leased asset

IS/IT Exposure

- User level experience of ERP SAP for various financial transactions.
- Good understanding of Microsoft Dynamics accounting software
- M.S. Office skills for drafting, analysis and presentation.
- Sufficient working knowledge of Microsoft Office in formulating spread sheets of different types, drafting reports and presenting.

Extra-Curricular Activities

- Research, Travelling
- Participated in 2nd International Conference on Business and Management 2012 at UMT.
- Team member of GCUF Cricket Team in 2008