

+92-3208383939



Khizeramin12@gmail.com



[Khizer Amin- Pakistan | Professional Profile | LinkedIn](#)

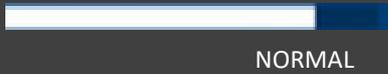


# KHIZER AMIN

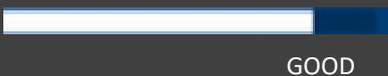
## SENIOR FINANCE EXECUTIVE

### SKILLS

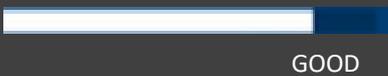
#### ERP SOFTWARE



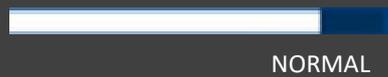
#### Written & Interpersonal Communication



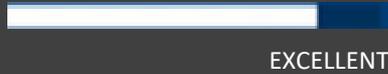
#### Financial Analysis



#### Cost Control & Reduction

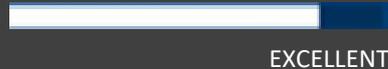


#### Leadership

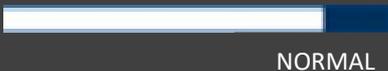


### LANGUAGES

#### URDU



#### ENGLISH



### EXPERIENCE

#### SENIOR FINANCE EXECUTIVE

##### DARVESH POLY TEX, KARACHI

10-2021 -  
Current

- Handling Daily Voucher of Payment, Reconciliation of bank Book, handling Sales tax & Withholding.
- Handling Bank Book ,Maintaining Petty cash Ledger
- Preparing Reports of Sales ,Receipt & Financial Reports
- Reviewed documentation and identified financial discrepancies where applicable

#### FINANCE EXECUTIVE

##### SUNGEN (PVT) LTD, KARACHI

12-2018 -  
09-2021

- Processed invoices and contacted appropriate parties for timely payment receipt
- Monitored budget and revenue trends
- Executed vendor setup and payment, administration of bank accounts and account reconciliation
- Maintaining Ledger on ERP Software as well as handling Petty cash Expenses and Bank book.

#### FINANCE OFFICER

##### BULAND BROTHERS, KARACHI

08-2017 -  
12-2018

- Track Bank Deposit & payments & preparing financial report
- Process invoices & timely reminders to customers for payment and follow -up.

### EDUCATION

#### MASTER IN BUSSINESS ADMINISTRATION: FINANCE

Khadim Ali Shah Bukhari- Karachi

08-2022

#### BACHELORS OF COMMERCE: ACCOUNTING

Khadim Ali Shah Bukhari - Karachi

12-2016

#### INTERMEDIATE IN SCIENCE: PRE-ENGINEERING

Board of Intermediate Education - Karachi.

07-2012

#### MATRICULATION: SCIENCE

04-2010