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Khizeramin12@gmail.com

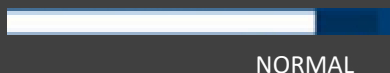


[Khizer Amin- Pakistan |](#)  
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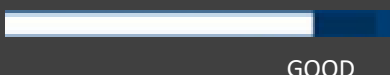


## SKILLS

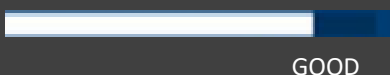
### ERP SOFTWARE



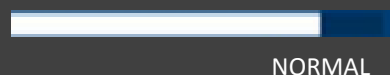
### Written & Interpersonal Communication



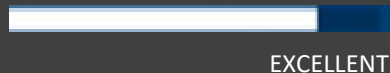
### Financial Analysis



### Cost Control & Reduction



### Leadership

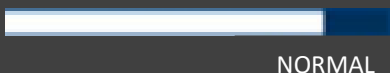


## LANGUAGES

### URDU



### ENGLISH



# KHIZER AMIN

## SENIOR FINANCE EXECUTIVE

### 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