



Shehreyar Khan

📍 Dubai

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Professional Summary

Dedicated accountant with expertise in financial statement preparation and reconciliation. Experienced in working with complex financial data to identify trends, provide insights, and support decision-making processes.

Skills

- Microsoft Office
- Tally Prime
- Quickbooks
- Pos Point of Sale
- ERP
- ILS Integrated Logistic Solution

Work History

10.2020 - 06.2022

Accountant Manager

ChicKingglobal UAE (New Al Bayan Restaurants LLC) - Dubai

- Operate FMCG Franchises Accounts in Dubai.
- Handle Banks Accounts Transactions.
- Managed full-cycle accounts payable and accounts receivable functions.
- Managed financial records and performed daily bookkeeping tasks.
- Prepare and maintain invoices, LPOs and all necessary accounting documents.
- Managed accounts payable and receivable, improving cash flow and reducing outstanding debts.
- Generating invoices against orders from customers.
- Analyzed financial data to identify trends, variances, and areas for improvement.
- Liaised with vendors and clients to resolve accounting discrepancies.
- Cross-checking data between the physical documents and the system.
- Maintain accurate records of all Transaction.
- Preparing vouchers and updating daily expenses.
- Implemented cost-saving measures and identified areas for process improvement.
- Preparing Salary Sheet and Calculating employees commissions during monthly payroll according to given Slab.
- Daily Sales Cash Deposit Tracker Updating and set monthly Target to Sales man for achieving the daily Targets.
- Confirmed financial status by monitoring revenue and expenses.
- Assisted in preparing accurate and timely financial reports.
- Prepared and submitted monthly financial reports to management.
- Assisted in the preparation and filing of VAT returns.
- Implemented inventory control measures that resulted in improved stock tracking accuracy.

04.2018 - 10.2020

- Interact with customers as per the customer service standards.
- As accountant I create memorable customer Interactions, assist Customers and provide excellent customer service by providing directions, information, and answering questions solve and report the customer complaints and problems on the spot.

Distribution Controller Officer

Al Shaya Group Logistic

- Handle major Brands for import and export H&M, American Eagle, Victoria Secret, Boots, Next, Debenhams, Starbucks, Foot Locker, Mothercare.
- Customer service Representative and guide customers through proper channel.
- Load confirmation and updating ILS Software.
- Data Summarize and reports for preparing final summary of the shipments.
- Communicate with the forwarders i.e DHL, ARAMEX, ELITE, EXPEDITOR for collection of the shipments.
- ILS software updating for load confirmation.
- Orders processing and deliver to customers.
- Audit of shipment and reconciliation of shipments.
- Cross Checking of the BOE with the shipments for export.
- Preparing special reports for smooth transactions and records.
- Inventory management and Rectification and Staging the Pallets.
- Dock Doors management for receiving and Dispatching the Trucks and Containers.
- Gate Pass arranging for landing the shipments in Port.
- Reviewed documents and data to give accurate presentations and forecasts to upper management.

Education

05.2017

BBA, Finance, University of Abdul Wali Khan - Mardan, KPK

- Division: Division I
- 3.22 GPA

02.2017

MS Access, Project, IDB., Board of Technical Education Peshawar - Peshawar

- Division: Division I
- Marks: 80%

Languages

English

Urdu

Pushto

Personal Information

- Date of Birth: 01/05/1995
- Gender: Male
- Marital Status: Single

Hobbies And Interests

Listening