

# Sher Nabi Khan

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## **CAREER OBJECTIVE**

A responsible position in *Accounts/ Administration, Office Working & Transport Department* Handle, where my skills, capabilities, experience and accomplishment will allow myself for the opportunity related with career expertise and also to be able to exceed to the high standard of professionalism & quality service for the organization I may be associated with.

## **PROFESSIONAL PROFILE**

14 years various experience gained out of which 9 years in UAE and 5 years in my home country knowledge of Finance & Accounts including Treasury Management, Payroll Administration, Accounts Receivable & Payable, Petty Cash, Sales, Monthly Profit & Loss Report, Customer relationship and General Administration. Hard work under pressure and meet deadline without sacrificing quality.

## **PERSONAL ATTRIBUTES:**

- Strong personality & good communication skills.
- Ability to take initiative and work without supervision.
- Ability to work and prosper in a multi-cultural environment.
- Ability to work well under pressure.
- Goal and result-oriented.
- Flexible in terms of work and environment.
- Attention to detail and quality focus Customer-service oriented.
- Committed, dependable and trustworthy.
- Ability to deal with and resolve issues.
- Creative thinker, ability to re-create. Possesses sense of humor.
- Organizational, planning and management skills.

## **EMPLOYMENT RECORDS**

**PRIME PURE Drinking Water. Peshawar – Pakistan.**

*Owner (June, 2019 – June, 2021)*

**A) ANBAR PASSENGERS' BUSES RENTED LLC. Dubai - UAE.**

*June, 2007 – April, 2017 (09 years & 11 Month)*

**ACCOUNTS & TRANSPORT MANAGER:**

Continually review and improve the process to ensure that invoice generation is as accurate, quick and efficient as possible and payment of vendor invoices in a timely manner.

- Match the checks issued with invoices amounts and ensure the proper check signatories are reflected for check approvals.
- Implement the accounting standards for accounts payable journals and ledgers.
- Handling vendors & unit owner's inquiries and correspondence as required.
- Continually review and improve the process to ensure it's accurate, quick and efficient as possible.
- Reconcile, monitor and maintain general ledger and subsidiary ledgers of all operating expenses, prepaid expenses, and Intercompany advances with corresponding schedules.
- Specially process and monitor the collections from companies against his outstanding.
- Petty Cash Fund Custodian.
- Prepares monthly Bank Reconciliation & closely monitoring the payables.
- Prepares monthly Status of Accounts Reporting (SOAR) analysis.
- Prepare monthly closing entries such as accruals & reversal, pre-payment and provision.
- Responsible for the preparation and computation of monthly salary of the company employees.
- Prepares monthly reports such as Income Statement, Operating Expense Analysis and various sales reports.
- Preparing the company's fiscal year income statements.
- Monitoring of contracts and company leases (office, vehicles, etc.)
- Arrange & manage vehicles for different companies on weekly & Monthly Biases.

**B) ALAMIR GARAGE Dubai - UAE.**

March, 2012 – 31 July 2012 (05 Month)

**ACCOUNTS & ADMINISTRATION MANAGER**

- Start & prepared all business setup from papers works to building setup.
- Prepare daily invoices, carried out bookkeeping, Accounts Payable & Receivable Responsibilities.
- Prepare monthly suppliers aging report, reconcile their account and make their payment, corresponded the suppliers regarding their payment.
- Handling all kind of utility bills (telephone, mobile, Internet fax, electricity etc.).
- Prepare monthly sales invoices Supplier/Customers.
- Prepare of Payroll via WPS or Non WPS for employee Skilled and Non-Skilled Person & Staff (salary, overtime, allowances and deduction). Prepare employee salary settlement for Leave, Cancellation, Salary adjustment, Cash Advance and employee corresponded regarding their salaries etc.

- Monitor the employee salary increment and update the payroll.
- Reconcile the monthly Raw Material Invoices; handle all kind of purchase invoices.

### **THE EDUCATORS SCHOOL SYSTEM Peshawar, Pakistan.**

*THE EDUCATORS SCHOOL SYSTEM is member of EDUCATORS SYSTEM of Pakistan.*

*21 August 2004 – 30 May 2007 (02 Years & 08 Months)*

#### **ACCOUNTS & ADMINISTRATIVE OFFICER**

- Collecting monthly fee, maintain & verified all students' fees status.
- Maintenance Cash Book daily & Monthly basis.
- Prepare Monthly Receipt & Payment Report.
- Prepare Monthly Bank Reconciliation.
- Prepare salaries Report for Faculty & Staff (Salaries, Overtime and Advances to employees and Deduction).
- Present at Parents meeting, events, activities and customer dealing.

### **HITEC DEGREE COLLEGE Peshawar, Pakistan.**

*HITEC DEGREE COLLEGE providing computer education.*

*June 2003 – July 2004 (14 Months)*

#### **ACCOUNTANT**

- Collecting monthly fee, maintain & verified all students' fees status.
- Preparing of Receipt & Payment like cash receipt, bank receipt, cash payment, purchases, bank payment and journal voucher. Prepare Monthly Receipt & Payment Report.
- Prepare salaries for Faculty & Staff (Salaries, Overtime, Deduction and Advances to employees).

### **AKHTAR NAQVI & CO. CHARTERED ACCOUNTANT.**

*May 2002 – April 2003 (12 Months)*

#### **INTERNEE & TRAINEE**

- Assured proper vouching of Journal Voucher, Payment & Receipts Voucher and Other entries.
- Worked on papers of Asset, Liabilities, Income and Expenditure.
- Prepared Bank Reconciliations.
- Maintained audit files and related documents.
- Accessed supervisor in preparation of working papers and other relevant documents.
- Exercise judgments and apply appropriate technical standards relevant to the industry / companies in the audit matters.

- Meet, Discussed and correspond with client management regarding Accounting, Auditing and Administrative issues.  
Consolidation worked and preparation of consolidated financial statements.

### **EDUCATION BACKGROUND:**

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|--|------|
| A) <b>MBA</b> Finance & Accounting from <b><u>PRESTON University</u></b> of Pakistan | 2004 |
| B) <b>BBA</b> from <b><u>PRESTON University</u></b> of Pakistan                      | 2002 |
| C) <b>D/Com</b> in Accounting from <b><u>Govt Commerce College</u></b> Swabi.        | 1998 |
| D) <b>MATRIC</b> from <b><u>Govt High School</u></b> Swabi.                          | 1996 |

### **COMPUTER SKILL:**

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| A) <b><u>DIT</u></b> from HITEC Degree College Peshawar. | 2004 |
| B) Window & Office up to update version.                 |      |
| C) Company Customized Software.                          |      |
| D) Hardware & Software & Drivers Installation.           |      |
| E) Accounting Software Peachtree.                        |      |

### **PERSONAL PROFILE:**

**Language:** English, Urdu, Pashto.

**Date of Birth:** 15-04-1979.

**Religion:** Islam.

**Nationality:** Pakistani.

**Driving License:** UAE & Pakistani Driving License