



PERSONAL INFORMATION

Father's Name	Farman Khan
Date of Birth	15-Mar-1989
Marital Status	Single
Gender	Male
Religion	Islam
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Career summary

A professional and pro-active manager who always has an upbeat positive attitude and who possesses a successful track record in building and cultivating business critical relationships. I am always trying to be calm and tactful and trying to be able to deal with any sort of hard situation that arises. I am ready & qualified now for the next stage in a successful career, and is looking for a suitable position with an ambitious company.

PROFESSIONAL EXPERIENCE

My current position is in **"ZRK Industry (Pvt) Ltd, Mardan** as an **"Accounts Manager"** from 01 Apr, 2021 till Date.



A summary of major duties and responsibilities are:

- Planned and managed work of the Head Office staff including tracking and controlling of procurements and expenditures,
- Maintained office procurement and requisition system.
- Worked closely with the Senior Managers to monitor the projects budgets.
- Prepared & coordinated the monthly financial reports including disbursements to the site supervisor.
- Ensured the smooth day-to-day running of the finance Department by management of the Finance Officers.
- Assists Operations Managers in ensuring compliance with procurements and accounting policies and procedures, compliance with vendor agreements and audit requirements.
- Verify, allocate, post and reconcile Banks, accounts payable and receivable using SAP Business one.
- Analyze tax returns, sales tax input and output and online return submission
- Estimate and track tax deducted and withheld on invoices and bills
- Working on quarterly and annual tax reports for consultants' provision
- Organize and update the company's tax database in using SAP Business one and excel sheets
- Spot errors and suggest ways to improve efficiency and spending
- Review and recommend modifications to accounting systems and procedures in SAP Business one
- Participate in financial standards setting and in forecast and budget process
- Produce financials and summaries other required reports to stakeholder/owner
- Prepare financial statements and produce budget according to schedule
- Generate payroll reports and process salaries at the end of the month using SAP Business one.
- Assist in monthly closing & ensuring payments are done

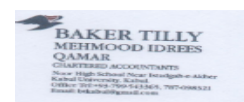
I have worked at **"KROSF Construction (Pvt) Ltd, Peshawar"** as an **"Accounts Manager"** from 10-Jan-2017 to 20-Mar-21



A summary of major duties and responsibilities are:

- Managing and overseeing the daily operations of an accounts department.
- Establishing and enforcing proper accounting methods, policies and procedures
- Improve systems and procedures and initiate corrective actions
- Properly maintaining and updating books of accounts using QuickBooks
- Recording and updating books of accounts in manual register e.g. Ledgers and Bank books etc.
- Work to develop a master asset management plan specifically attuned to each client
- Establish and maintain files and records to documents transaction
- Building and maintaining strong, long lost relationship with the customer
- Providing accurate financial information to senior managers
- Identifying areas for cost cutting and improvement.
- Support month-end and year-end close process
- Maintaining petty cash and reimbursement of all concerned department

I have worked at **"BAKER TILLY INTERNATIONAL CHARTERED ACCOUNTANT"** as an Audit Supervisor from 15-November-2014 till 26-December-2016.



A summary of major duties and responsibilities are:

Our responsibilities include preparation and maintain working papers of different clients, part of team member for planning and execution of different assignments, supervise and assist team of least of three members, direct dealing with client assist managers in reporting and reviewing of working papers.

- Executing the audit in accordance with the ISA's.
- Participating in audit planning, budgeting, and staff supervision.
- Checking the financial statement's preparation whether prepared as per IAS/IFRS.
- Verify all the vouchers with the supporting documents and prepare report on deficiencies in vouchers and after discussion with management.
- Tax calculation of payroll, rent and purchase and their verification.
- Calculation of client's Income Taxes and filing their annual tax returns.
- Advance verification and verifying the prior period entries for it.
- Responding to client requests in a timely, accurate, and professional manner.
- Performing audit, reviewing and compiling testing procedures.
- Preparing and reviewing client correspondence.
- Preparing and reviewing financial statements and footnotes.
- Communicating with clients to gather information, resolving audit-related problems, and making recommendations.
- Working with the audit team to identify and resolve client issues.
- Checking monthly account reconciliations.
- Checking and Reviewing full set of accounting reports.
- Support & assist in departmental reporting.
- Giving final review on the report prepared as they are prepared as per IAS/IFRS
- Preparing reports summarizing findings and recommending corrective action
- Reviewing audit plans to determine objectives, methodology, and estimated time frame for completion
- Developing and enforcing policies and procedures for the auditing department
- Supervising auditors and making sure that they are completing their work in accordance with company standards
- Reviewing financial statements for accuracy and ensuring that required disclosures are made
- Overseeing all aspects of an audit, including planning, conducting interviews with individuals who have knowledge of the subject matter, analyzing data, and preparing reports

I have worked in **"Sohail & Co. CHARTERED ACCOUNTANTS"** from "10-Mar-2013 to 9-Nov-2014" as an "Audit Assistant" during my Staying over here I conduct several internal and external audit.

A summary of major duties and responsibilities are:

Providing a wide range of assurance services, with the primary focus on the objective of assurance on the true and fair view of financial information under IFRSs/IASs and other reporting standards.

- Manages monthly closing of financial records and posting of month end information; ensures accuracy of financial statements.
- Planning and allocating work, planning jobs, supervising the fieldwork as job in charge, reviewing the files to Managers and Partners along with ensuring deliverables meet work plan and meeting deadlines.
- Financial planning, raising funds, cash management, and acquiring and disposing of assets
- Manages accounting functions including maintenance of general ledger, accounts payable, accounts receivable, and project accounting; ensures accuracy and timeliness
- Planning and execution and documentation of audit in accordance with International Standards on Auditing (ISA's) and International Financial Reporting Standards (IFRS).
- Analyzing and reporting of weaknesses in internal control system.
- Preparing financial projections, budgets, appraisals, variance analysis etc.
- Oversee financial department employees, including financial assistants and accountants
- Track the company's financial status and performance to identify areas for potential improvement
- Ensuring that the audit meets legal requirements and conforms to generally accepted accounting principles (GAAP)
- Monitoring the progress of the audit and communicating with the client regularly about issues or concerns that arise during the process

I have started my career from **"Asim Zaka & Co."** as an **"Audit trainee"** from the year 10-July-2012 to 28-Feb-2013 during my period of stay here I have conducted several internal and external audits.

A summary of major duties and responsibilities are:

- Collecting and recording of accounts of dar ul uloom rashkai 2011-12
- Online verification of EOBI and NTN no.
- Making of invoices for UNIVERSAL TOBBACO CO. LTD
- Making of cash/bank payment, cash/bank receipt & journal voucher for UNIVERSAL TOBBACO for 2012
- Maintaining of purchase register for 2012 OF UNIVERSAL TOBACO CO. LTD
- Maintaining of supply register for 2012 of U.T.CO. LTD
- Maintaining of stock register for 2011-12 OF UNIVERSAL TOBBACO CO. LTD
- Maintaining of cashbook and posting into ledger and making of accounts of UNIVERSAL TABACO for 2011-12
- Passing of vouchers (payment, receipt & journal) for umma welfare trust akora khattak.
- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
- Continually identify risks to delivery, propose solutions where necessary and effectively manage stakeholder expectations throughout.
- Dealing with working capital management and production of cash flow forecasts.
- Being able to tackle more complex accounting and/ or tax issues
- Resolve problems prior to submission for final partner review
- Supporting and working closely with an internally based client
- Plan and supervise all components of audit engagements
- Develop an understanding of a client's business

Qualifications:

Qualification	Institution	Year of Passing	Division
M.com	Abdul Wali Khan University Mardan	2013	1 st
B.com	University of Peshawar.	2011	1 st
D.com	Technical Board Peshawar.	2007	1 st
SSC	Mardan Board	2005	2 nd

Computer Skills:

Accounting Software:

- SAP Business One (CUSTOMIZATION, DATA ENTRY, REPORTING) (Excellent)
- QUICKBOOKS NETWORKING (Excellent)
- MS OFFICE (WORD, EXCEL, POWER POINT, OUTLOOK) (Excellent)
- Peachtree (Good)
- Tally (Fair)

References:

1. Salman Khattak
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