

Abdul Noman Khan

Account Receivable / Assistant Accountant

Knowledgeable about preparing invoices, processing payments and pursuing past- due balances. Well – versed in accurately coding different types of bill for clear recordkeeping and tracking. Team- oriented, dependable and performance – driven. Organized Senior Account Receivable Specialist with (05) years of experience in accounts receivable and accounting fields. Highly skilled leaders in training and leadership of team members to accurately process payments using credit cards, checks and cash. Detailed manager of accounting process with clarity and deliberation despite heavy workloads.

Work History



2023-08 - Account Receivable / Assistant Accountant

Current - Polyset Company, Karachi

- Managed accounts payable and receivable, ensuring timely and accurate processing of transactions.
- Month – end closing and reconciliation.
- Preparing of Sale Tax Invoice.
- Filling of Sale tax return.
- IRS and tax authority representation.
- Prepare tax challan PSID and also prepare Chq according to tax payment.
- GAAP and financial statement compliance.
- Working On **149,153,155** and **165** Quarterly statement.
- Participated in internal audits, verifying the accuracy of financial records and controls.
- Perform process analysis and communicate recommendations to management.
- Plan, assign, and review staff's work.
- Support month-end and year-end close process.
- Communicate with Manager and/or Director on work status and client issues that arise.

2021-11-Assistant Accountant

2023-07 Indus Pencil Industries (Pvt.) Ltd, Karachi

- Preparation of contract staff payroll and entry into accounting software.
- Reconcile of debtors and creditors accounts and submitting of reports on debtors and creditors accounts to management.
- Check the company's quality management system documentation.
- Physical checking of inventory to make sure that all departments are following documents system of recording transaction.
- Maintain Journal Entry Sale, Purchase & Exp Invoice.
- PC literacy, especially goods knowledge of MS Excel.

Contact



Address

House no # L-455 Sector 5A/2, North Karachi, Karachi, Pakistan

Phone

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E-mail nomikhan80479@gmail.com

Software



Ms. Excel

Busy ERP Software

Photoshop

Internet – Email work

Skills



Relationship Building

Billing Experience

2020-11 -Administration Coordination

2021-10 Karachi Psychiatric Hospital, Karachi

- Collaborated in timely processing of billing and account receivables.
- Worked closely with others to accomplish timely invoicing and accounts receivables.
- Monitored and directed incoming mail and prepare outgoing mail.
- Prepare detailed documents and reports in adherence administrative processes.
- Monitored and ordered office supplies to keep office stocked with resource necessary to function smoothly.

2016-04 - Procurement Executive / Assistant Accountant

2020-09 Haji Karim Company, Karachi

- Set up and negotiated contact to obtain favorable pricing and delivery structure
- Maintained current understanding of pricing structure, market condition and trends in industry
- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted and checked input data against original documents



Education

2014-01- MBA: Supply Chain Management

2016-12 *KASBIT- Karachi*

2011-01- Bachelor of Commerce

2012-12 *University of Karachi- Karachi*

2008-03- Intermediate: Commerce

2010-03 *Govt. Degree for Boys College – Karachi*



Languages

Urdu



Very Good

English



Very Good