

ADNAN KHAN

📍 ISLAMABAD, PAKISTAN 📞 +92316-35920937

📄 DETAILS

Islamabad
Pakistan
03163520937
adnancharsada12345@gmail.com

DATE/PLACE OF BIRTH

10/04/1998
Peshawar

NATIONALITY

Pakistani

🔗 LINKS

LinkedIn

📋 PROFESSIONAL SKILLS

- Filling of Income/Sale Tax Return
- Audit Management (Internal and External)
- Book Keeping
- Financial Reporting
- Asset and Liability Management
- Double Entry

🎓 EDUCATION

Sep 2019 - 2023

Accountancy and Finance University of
Brains, Pakistan.

Bachelor of Economics
University of BKUC, Pakistan
Computer Skills

- PowerPoint professional
- MS Excel expert
- Spreadsheet professional
- MS Office products expert

Corporate SECP

- Registration of Company
- CTC
- AGM
- Corporate Matters

👤 PROFESSIONAL SUMMARY

Results-driven professional with a strong academic foundation in Accountancy and Finance. Equipped with specialized training in Auditing, Taxation, and Corporate finance. Currently excelling as an Accountant, I demonstrate a proven ability to ensure precise financial reporting and uphold compliance standards. My proficiency in management, quality assurance, and program development, coupled with a steadfast work ethic, enables me to drive impactful outcomes. Eager to apply my expertise in a dynamic setting, I am committed to contributing to the financial success and growth of your esteemed company.

📁 EMPLOYMENT HISTORY

Chartered Accountant Abdullah And Company

January 2021 - June 2022

- Ensured precision in maintaining general ledger account balances, guaranteeing accurate financial records and data integrity.
- Assisted in coordinating internal financial audits, collaborating with audit teams to ensure compliance and adherence to financial regulations.
- Proficiently prepared profit and loss statements, monthly closing reports, and comprehensive cost accounting reports, offering valuable insights into financial performance.
- Meticulously monitored and reviewed budget accounting and related system reports, verifying their accuracy and completeness.
- Efficiently resolved accounting discrepancies, demonstrating keen attention to detail and problem-solving skills.
- Demonstrated expertise in preparing and posting entries to various accounts, including general ledger accounts, and accurately recording business transactions.

Accounts Executive at Shah Steel Mill

(July 2022 - Sep 2022)

- Proficiently managed computerized accounting systems, overseeing the planning, preparation, and administration of financial statements.
- Prepared, examined, and maintained accurate accounting records, implementing internal controls and managing assets records and stock take.
- Ensured compliance with legal corporate and tax laws, handling the filing of income tax returns and withholding tax statements.
- Conducted periodic reconciliation of ledger balances with relevant parties, ensuring financial accuracy and transparency.
- Demonstrated full coordination throughout the audit process, from inception to completion.

Ijaz Ahmad Financial and Tax Solutions Peshawar

Oct 2022-Oct 2023

- Demonstrated expertise in maintaining a well-organized and up-to-date general ledger by diligently recording entries and managing accruals.
- Ensured the accuracy and timeliness of account reconciliations, fostering a reliable financial data management system.
- Proficiently prepared and analyzed monthly financial statements, delivering critical insights into the organization's financial health.
- Led and successfully navigated the annual financial audit process, showcasing a strong grasp of compliance and reporting requirements.
- Effectively managed accounts payable and purchasing functions, while proactively mitigating risk and overseeing insurance policies.
- Provided exemplary oversight of front office administration, optimizing operations and cultivating a professional work environment.

LANGUAGES

• English • Urdu • Pashto