



Adnan Khan

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WORK EXPERIENCE

06/09/2014 – 03/05/2016 Mardan , Pakistan

ACCOUNTANT PREMIER SUGAR MILLS & DISTILLERY CO.

Professional Summary:

Detail-oriented accountant with X years of experience in financial management, budgeting, and reporting. Skilled in analyzing financial data, identifying areas for improvement, and implementing effective solutions to drive business duties and responsibilities:

Financial Reporting:

Prepare and analyze financial statements (balance sheets, income statements, cash flow statements) on a monthly, quarterly, and annual basis.
Ensure accuracy and compliance with accounting standards and regulatory requirements.

Budgeting and Forecasting:

Assist in the development of annual budgets and forecasts.
Monitor budget performance and provide variance analysis to management.

Financial Analysis:

Conduct in-depth analysis of financial data to identify trends, opportunities, and risks.
Provide insights and recommendations to improve financial performance and operational efficiency.

Tax Compliance:

Prepare and file corporate tax returns in compliance with local and federal regulations.
Stay updated on changes in tax laws and regulations to ensure compliance and minimize tax liabilities.

Audit Support:

Collaborate with external auditors to facilitate annual audits.
Prepare audit schedules, provide necessary documentation, and address audit inquiries.

Accounts Payable and Receivable:

Oversee accounts payable and accounts receivable functions.
Monitor cash flow, process vendor invoices, and ensure timely collection of receivables.

Financial Controls:

Implement and maintain internal controls to safeguard company assets and ensure financial accuracy.
Conduct periodic reviews and audits to assess control effectiveness.

Financial Software Management:

Proficient in using accounting software such as QuickBooks, SAP, or Oracle for financial transactions and reporting.
Provide training and support to staff on financial software usage and best practices.

Regulatory Compliance:

Ensure compliance with GAAP (Generally Accepted Accounting Principles) and other relevant accounting standards.
Stay updated on changes in regulations and standards affecting financial reporting and disclosure.

Financial Planning and Analysis:

Assist in the development of strategic financial plans and long-term projections.

Analyze business performance metrics and key financial indicators to support decision-making processes.ss growth and profitability.

● **EDUCATION AND TRAINING**

07/06/2012 – 08/06/2014 Mardan, Pakistan
M.COM Government college of management science mardan Pakistan

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Attention to detail and problem solving skills | Ability to work in a team and autonomously | Team player, Team Leader | Financial Management & Valuations | management skill | Team-work oriented | Excellent command of Synthesis accounting software | Microsoft Office | Microsoft Excel