



## AMJID KHAN

### ACCOUNTS & FINANCE

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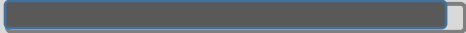
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## PROFILE

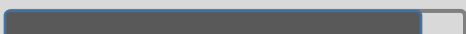
Seeking a challenging position in the field of Accounts and finance. My goal is to become associated with such an organization where I can utilize my experience, analytical and technical skills while enhancing the company's productivity and reputation so that such a position leads to managerial responsibilities in the future.

## SKILL

### Book keeping



### Accounts Receivable



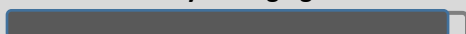
### Account Payable



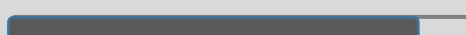
### General ledger accounting



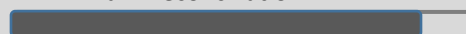
### Inventory managing



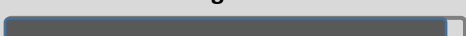
### Trail balance



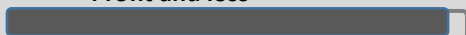
### Bank reconciliation



### Cash management



### Profit and loss



## PROFESSIONAL EXPERIENCE

### ***"General Manager" at AK Kabir Steel Furnace Distt. Khyber Bara. 01 Nov 2021 Up to Date***

#### Responsibilities:

- Oversee day-to-day operations, assign weekly performance goals and ensure their completion, and accomplish your own goals.
- Develop, implement, and maintain budgetary and resource allocation plans
- Delegate responsibilities to the best-qualified employees and enforce all policies, procedures, standards, specifications, guidelines, training programs, and cultural values
- Prepare detailed account analysis and reconcile sales, cost and inventory, liability accounts by customer type by division
- Analyze manufacturing costs and prepare regular reports comparing standard costs to actual production costs. Support and assist internal department
- Provide management with reports that specify and compare factors that affect prices and profitability of products or services.
- Resolve internal staff conflicts efficiently and to the mutual benefit of all involved
- Analyze month-end and year-end reports to identify and recommend cost-effective improvements
- Prepare cost forecasts for monthly, quarterly, or annual operating schedules
- Producing monthly profit and loss statements

### ***"Accounts Manager" at <sup>The</sup> North West School System Peshawar 10 Oct 2020 to 30 Oct 2021.***

#### Responsibilities:

- Calculate student's fees and prepare fee vouchers.
- Maintain students fees Ledgers.
- Handle petty cash matters and maintain cash book.
- Assist treasurer in preparation of annual budget and financial plan.
- Assist finance department to maintain books of accounts accurately and performed month end account recompilation
- Prepare bank reconciliation at the end of each month.
- Preparing and processing revenue collections reports
- Establish and maintain fiscal files and records to document transactions
- Ensuring efficiency and accuracy of records
- Answers staff questions about wages, deductions, attendance, and time records.
- Checking payroll records

## LANGUAGE

- English (fluent )
- Urdu (native)
- Hindi (fluent)
- Pashto (native)

## PERSONAL INFORMATION

Gender	Male
Marital status	Single
Date of birth	25 March 1995
Nationality	Pakistan

## References

Will be furnished upon request

### ***“Accountant cum Auditor” at Accountant General Pakistan Revenues Sub office Peshawar from July, 17, 2017 up to 04 Sep 2019.***

#### **Responsibilities:**

- Processing accounts payable & Receivable invoices, and checking generating receipt posting, and cost allocation.
- Prepare monthly financial statement for review by the Director of Administration Finance.
- Maintain monthly journal and closing entries, maintain supporting schedules, and account analysis to ensure information is ready for the year-end audit.
- Prepare bank deposits and monthly reconciliations of all accounts
- Assist with implementing and maintaining internal financial policies and procedure.
- Maintain Journal Entry Sale, Purchase & Expense Invoice,
- Use SAP FICO system to processes.
- Calculation of Monthly Sale Tax/Vat, Services Tax & TDS Filling return
- Processing of Annual Increment, allowances, Loans & Advances.
- Actual Posting to Account of Monthly Payroll to FI.
- Exit Payroll

### ***“Trainee Auditor “at Ghafoor & Co, Chartered Accountant Peshawar Pakistan MAR 10, 2016 up to July 15, 2017.***

#### **Responsibilities:**

- *Collating, checking and analyzing spreadsheet date*
- *Examining company accounts and financial control systems*
- *Gauging levels of financial risk with in organizations.*
- *Checking that financial reports and records are accurate and reliable*
- *Ensuring that assets are safeguarded*
- Prepare bank deposits and monthly reconciliations of all accounts

## **PROFESSIONAL DEVELOPMENT – QUALIFICATION.**

- Master of Commerce (Accounting) from University of Peshawar
- Bachelor of Commerce from University of Peshawar.
- Diploma of commerce Board of Technical Education
- Diploma in Information Board of Technical Education

## **CERTIFICATION& WORKSHOPS**

- Accounting information system
- Management information system
- MS office Automation
- Tally ERP 9.0
- SAP FICO & HR MODULE
- Financial Analyst in Udemy