



ZAFAR KHAN

CONTACT



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Peshawar, Pakistan

EDUCATION

Chartered Certified Accountant (ACCA)

The Association of Chartered Certified Accountants, United Kingdom

Master of Commerce (M.Com)

University of Peshawar

Bachelor of Commerce (B.Com)

University of Peshawar

Diploma in Commerce (D.Com)

Khyber Pakhtunkhwa Board of Technical Education, Peshawar

LANGUAGES

English	_____	Excellent
Urdu	_____	Excellent
Pashto	_____	Excellent

LinkedIn

<https://www.linkedin.com/in/zafar-khan-475bb624a/>

ABOUT

I am currently working as a Senior Finance Officer at Alliance Health Care (Private) Limited, a leading healthcare service provider in the province of Khyber Pakhtunkhwa and is locally known by North West General Hospital and Research Centre.

As a Senior Finance Officer, I am responsible to post journal entries to account payable ledgers, making payments and posting payment entries to relevant payable accounts, preparing monthly bank reconciliation statements, assisting Finance Manager in preparation of Monthly and Quarterly Financial Reports.

Academically, I am a student of ACCA and trying my best to qualify this prestigious qualification soon. Moreover, I enjoy working in teams and can efficiently handle tasks under pressure to meet tight deadlines.

MAJOR AREAS OF EXPERIENCE

- Maintaining Books of Accounts, posting journal entries and preparing various monthly and quarterly financial reports.
- International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS)
- QuickBooks and Accounting Software under Hospital Management Information System

EMPLOYMENT RECORD



OCTOBER 2019 – TO DATE

SENIOR FINANCE OFFICER

ALLIANCE HEALTHCARE (PRIVATE) LIMITED

OTHER AREAS OF EXPERTIS

- Work with QuickBooks Accounting Software and Hospital Management Information System
- Microsoft Excel advance skills ranging from v-look ups, pivot tables, and other key functions and formulas
- Hold Diploma in Information Technology
- Have a typing speed with over 40 words per minute
- Know Graphic Designing (Corel Draw, Inpage)

SKILLS AND COMPETENCIES

- A commitment to professional excellence, learning and continuous professional development and improvement.
- Ability to support delivery of the mission and core values of the company.
- Creativity, a positive “can-do” attitude and ability to anticipate problems and proactively suggest / find solutions.
- Flexibility and ability to adjust and adapt to the changing circumstances.
- Consciousness to protect the health, well-being and safety of self and colleagues.

Please refer Annexure A below for detail of work experience carried out to date

Annexure A – Detail of Work Experience



ALLIANCE HEALTHCARE (PRIVATE) LIMITED

Senior Finance Officer – Key Duties and Responsibilities

Alliance healthcare (Private) Limited is a leading healthcare service provider in the province of Khyber Pakhtunkhwa. The company has various projects, i.e., State-of-the-Art Tertiary Care Hospital, Teaching Institute and a Research Centre, an Allied Health Sciences Institute and a University of Health Sciences in the province.

During my employment experience at Alliance Healthcare (Private) Limited, I am responsible to perform the following tasks and duties in the company and its projects:

- Posting journal entries to general ledger of payables, receivables and payroll accounts.
- Making payment to suppliers after withholding all applicable income and sales taxes as per local applicable taxation laws, i.e., Income Tax Ordinance 2001 and Sales Tax Act 1991.
- Posting monthly consumption of inventories by each department to the respective account code of general ledger.
- Calculate depreciation on fixed assets and posting depreciation expense to accumulated depreciation account.
- Record addition to fixed asset and disposal of fixed asset to respective general ledger accounts maintained for operating fixed assets of the company.
- Calculating and posting gain or loss on disposal and sale of operating fixed assets of the company.
- Maintain Fixed Asset Register and update the register after addition to fixed assets and deletion from fixed assets.
- Maintain bank accounts of the company and prepare monthly bank reconciliation statements for each bank account.
- Assist in preparing monthly and quarterly financial statements of the company as per International Financial Reporting Standards.
- Preparing various financial reports for the management as per their request.
- Coordinate with external auditors to ensure they get all the required information in-time to conduct and finalize external audit of the financial statements of the company.
- Calculating gearing ratio, net profit ratio, inventory turnover, payable and receivable turnover ratios for the analytical analysis of the financial performance of the company.
- Assist in preparing quarterly cash flow analysis of the company to identify key inflow and outflow areas.
- Assist in developing monthly, quarterly and annual fiscal year budgets and financial plans.
- Assist in developing Annual Operation Plan (AOP) of the company.