

# MUBEEN KHAN

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Contact #: +92 310 8805511

## OBJECTIVE

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A professional and motivated individual with a Bachelor of Accounting Finance and two years of experience as a Senior Officer Accounts and Finance role. Seeking to develop my career in a culturally diverse company where I can perform in a challenging work environment and develop strategies for improved profits.

## EDUCATION

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**COMSATS University Islamabad, Lahore Campus, Punjab, Pakistan**

- Bachelor of Science in Accounting and Finance [January-2022]

**Government College, Khanewal, Punjab, Pakistan**

- Faculty of Science (Pre-Engineering) [September-2017]

**City Public School, Khanewal, Punjab, Pakistan**

- Matriculation (Science) [September-2015]

## WORK EXPERIENCE

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- **Senior Officer Accounts & Finance** at Greengro. Private Limited Bahawalpur (February 2022- August 2023)

### Key Responsibilities

- ✓ Preparation of Monthly Financial Statements (Profit & Loss Statement, Balance Sheet, Cash Flow Statement)
- ✓ Ensured timely preparation of Bank Reconciliation Statements (Monthly, Fortnightly and Weekly) and timely resolution of issues
- ✓ Daily basis reporting of Banking position detail (To CEO, Directors, GM, Internal Auditor, HOD Accounts & Finance)
- ✓ Maintained the financial system by keeping it up-to-date for accurate reporting of business transactions
- ✓ Coordinated and followed up with departments regarding petty cash clearance and inter-department related matters
- ✓ Managed Cash Salary Disbursement and advances against salary
- ✓ Ensured timely Compliance of Accounting record for financial and tax audits
- ✓ Ensured Monthly Stock Take activity and periodic Closings
- ✓ Supervised and maintained collection and verification of documents and timely filing and documentation
- ✓ Resolved issues and complaints of company key clients
- ✓ Developed relationships between major key clients and company
- ✓ Managed and developed team, ensured optimal utilization of resources.
- ✓ Performed Ad-hoc assignments to assist the senior management in daily tasks.
- **2 Month Internship** Ministry of Finance (Directorate of National Savings - Multan Region)
- **1.5 Month Internship** Greengro Pvt. Limited Bahawalpur
- **Home Tutor** O-Levels Business Group Only (October 2017 – December 2021)

## ADDITIONAL SKILLS

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- Proficient in Microsoft Dynamics Accounting Software (AX & D365).
- Proficient in Microsoft Office Management
- Proficient in TIBCO Jaspersoft Software
- Proficient in Intuit QuickBooks Software