



## **Usman Khan**

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### **CAREER OBJECTIVE:**

To secure a challenging and rewarding position as an accountant, utilizing my strong analytical skills, attention to detail, and expertise in financial management, I aim to contribute to the success of the organization by effectively managing financial operations, providing accurate financial reports, and implementing efficient accounting strategies. Through continuous learning and professional development, I strive to excel in my role and make a valuable contribution to the growth and success of the company.

### **PROFESSIONAL EXPERIENCE:**

#### **Accountant (September, 2020 to June, 2023)**

##### **The Distributor of FrieslandCampina Engro Pakistan Limited, Pakistan (Naseer Khan Traders)**

I have been working as an accountant and cash handler in the dairy distribution sector, specifically for Olpers Milk, for the past three years. Throughout my tenure, I have gained valuable experience in managing financial transactions, reconciling accounts, and maintaining accurate records. This detailed account of my experience will highlight my roles, responsibilities, and accomplishments in this position.

#### **Responsibilities and Duties:**

##### **Financial Management:**

- Overseeing financial operations and maintaining accurate financial records.
- Tracking and recording all cash transactions, including sales, receipts, and expenses.
- Conducting daily cash reconciliation to ensure accurate accounting and minimize discrepancies.
- Preparing and analyzing financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- Collaborating with the finance team to ensure compliance with financial regulations and company policies.

### **Cash Handling:**

- Receiving and verifying cash from sales representatives and customers.
- Counting and recording cash accurately, ensuring all transactions are properly documented.
- Managing and maintaining cash registers and petty cash funds.
- Ensuring the security of cash by following established protocols and implementing appropriate control measures.
- Preparing cash deposits and coordinating with the bank for timely depositing of funds.

### **Account Reconciliation:**

- Reconciling financial discrepancies by investigating and resolving any issues.
- Comparing sales and cash receipts with recorded amounts to ensure accuracy.
- Identifying and addressing any discrepancies or errors in a timely manner.
- Collaborating with other departments, such as sales and procurement, to resolve any discrepancies related to cash transactions.

### **Reporting and Documentation:**

- Preparing financial reports on a regular basis, including daily, weekly, and monthly reports.
- Presenting financial data and reports to management, highlighting key findings and suggesting improvements.
- Maintaining proper documentation of financial records, invoices, and receipts.
- Assisting with audits and providing necessary documentation and explanations as required.

### **COMPUTER SKILLS:**

- Diploma in Information Technology
- Microsoft Office 2016

### **ACADEMIC PROJECTS:**

#### **Bachelor of Business Administration**

- 2015-2019
- Abdul Wali Khan University Mardan, Pakistan.

#### **BA General**

- 2017-2020
- Allama Iqbal Open University Islamabad, Pakistan.

**FSc (Pre-Engineering)**

- 2013-2015
- BISE Mardan, Khyber Pakhtunkhwa, Pakistan.

**Secondary School Certificate**

- 2011-2013
- BISE Mardan, Khyber Pakhtunkhwa, Pakistan.

**LANGUAGE PROFICIENCY:**

- English-(Fluent), Urdu-(Fluent)

**PERSONAL DETAIL:**

**Name:** Usman Khan

**Father's Name:** Shamshad Malook

**Visa Status:** Visit Visa

**Nationality:** Pakistani

**REFERENCES:**

- References can be provided upon request.