



ALI KHAN

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E-mail: alikhanskt76@gmail.com

Address: OLD SAKHAKOT TEH DARGAI DISTT
MALAKAND KPK

Practical Experience

ACCOUNTS & FINANCE OFFICER

Swat Agro Chemicals (Pvt) Ltd.

Type of Organization: Manufacturer, Importer & Distributer of Pesticides & Agro Products. **Address:** House 216, Sector DD, Phase 4, Defense Housing Authority Lahore, Punjab Pakistan.

Contact: +9242-35723193-4

Duration: Sep, 2014 to Sep, 2015.

Duties and Responsibilities:

- Responsible for the daily processing of financial transactions; maintain database of scheduled payments and follow up with all units to ensure timely disbursements:
- Review and process for settlement all of duly certified invoices by verifying documents for validity and accuracy.
- In case of discrepancies, review files and liaise with personnel and service providers for necessary corrections.
- Responsible for monthly reconciliation of income and expenditures, ensuring accuracy and consistency of data input.
- Monitor other finance and budget related issues; assist in periodic monitoring, review, evaluation and auditing exercises; assist in the preparation of document on financial updates for internal and external reporting.
- Undertake any other duties assigned.

Practical Experience

ASSISTANT GENERAL MANAGER (AGM)

NOOR PAINT INDUSTRY

Type of Organization: Manufacturer, Importer & Distributer of Paints.

Address: Kass Korona Qaldara Dargai Malakand

Contact: +923465645074/923415645074

Duration: Dec, 2019 to Jan, 2022.

Duties and Responsibilities:

- Cooperating with the general manager, and assisting with anything from project planning to staff management.
- Nurturing positive working relationships with staff.
- Addressing any issues in a timely fashion.
- Work with General Manager and Inventory Supervisor to assist with the oversight of warehouse Inventory Management: slotting locations, racking, cycle counts, inventory of products, etc.
- Assist the General Manager in achieving quarterly and annual budget requirements
- Completes opening, daily and closing procedures/checklists in accordance with company policies/procedures

Academic Qualification

Bachelor of Commerce University of Qurtuba.	2015
Master of Commerce University of Qurtuba	2018
Diploma in information technology (IT) (01 Year) Board of Technical Education, KPK.	2014
Diploma in Telecommunication (02 Year) Board of Technical Education, KPK.	2014

Objective: To start out on a professional career where I could work in a competitive environment, respond to emerging challenges and seeking position in an organization where I can learn and utilize my skills in the interests of the organization and to grow professionally with increasing responsibilities..

IT Skills

- ADOBE PHOTOSHOP/ILLUSTRATOR
- Quick Book
- MS Office
- ORACLE DATABASE

Personal Detail

Nationality : PAKISTANI
Date of Birth : 10-April-1993
Marital Status : Single
Passport No : ZT4120521
Language : English, Urdu, Pashto (Native).

Reference

Will be furnished if required.