K H I Z R A

 Khizra.335569@2freemail.com

E X P E R I E N C E

**Payables Executive | Al Razi Healthcare (A Project of Dhabi Group in Pakistan) | August 2014 – May 2016**

* Managed Payables.
* Worked on ERP (Paratech, Oracle Financials).
* Facilitated the implementation of ERP (Oracle Financials).
* Composed effective accounting reports, summarizing accounts payable data.
* As a special task, looked after Account Receivables & payroll.
* Monitored payments due from clients and followed up with clients with past due payments.
* Reconciled discrepancies between legacy general ledger account and Oracle Financials for Opening Balances
* Analytical review of payments and expenses to accurately record cost at month end.
* Created daily and weekly cash reports for accounting management.
* Reconciled vendor statements and handled payment complaints/discrepancies.
* Handled withholding tax matters related with Payables and deposit thereof into Govt. Treasury
* Handled Petty Cash

**Audit Executive | Siara Textile Mills (Pvt.) Ltd. (part of Lal Qila Group of Industries) | August 2013 – June 2014**

* Inventory Checks
* Scrutiny of Fixed Asset register
* Assisted in Internal Control implementation
* Monthly reporting to Operations Chief
* Analytical review of production expenses

O B J E C T I V E

**Constant personal growth & Self-improvement by attaining dynamic role in corporate world, seeking perfection in own duties performed, leading to persistent learning and building up a strong career.**

S K I L L S

**Accounts payable specialist**

**Expertise in invoice and payment transactions**

**Account reconciliation Analytical reasoning**

**Strong in MS Access and Excel**

**ERP (Enterprise Resource Planning) software**

**Oracle Financials proficiency**

**Strong communication skills**

**Self-motivated professional**

E D U C A T I O N

**ACCA (UK) | 2011 - Present | self-**

**study**

FINALIST

**A-Levels (Cambridge) | 2007-2009 | University College Lahore**

Business Studies, Accounts & ICT

**O-Levels (Edexcel) | 2004 -2007 | Bloomfield Hall Schools**

Sciences

|  |  |  |  |
| --- | --- | --- | --- |
| P E R S O N A L I N F O R M A T I O N |  | O T H E R A C T I V I T E S |  |
| **Marital status** | Married |  | **Writing Articles/Press Release** |  |
| **Date of Birth** | 02 January 1991 |  | **Personal Blog** |  |
| **Nationality** | Pakistani |  | **Managed Financial Site** |  |
| **Visa Status** | UAE Spouse Visa |  | **Analyzing stocks listed on NASDAQ, OTC &** |  |
| **Availability** | Immediate |  | **PINKSHEETS** |  |
| **Language Proficiency:** | Urdu & English |  | **Reading** |  |
|  |  |  | **Sports** |  |
|  |  |  |  |
| C O R E C O M P E T E N C I E S |  | I T P R O F I C I E N C Y |  |
| **Decision making & Analytical Skills** |  |  |
| **Detailed knowledge of Oracle Financials & Paratech** |  |
| **Systems & Process analysis documentation** |  |
| **Proficient in MS Office & other assorted software** |  |
| **Multi-tasking** |  |  |
|  | **packages** |  |
|  |  |  |
| **Time & Resource management** | **Have a good command in computers and have** |  |
|  |  |  |
| **Adaptability to dynamic environment** | **capability to quickly learn different software** |  |
|  |  | **Excellent typing speed 30-35 WPM** |  |
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**Reference:**

Will be furnished upon request

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