## IMRAN



**Accounts and Finance Professional**

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**Objective**

Committed to Contribute to Business Development in the Field of Finance, Accounting, Audit and Management Information System in a National, Multinational Concern Which Offers Promising Career Growth and Motivational Environment.

**Profile Summary**

* Accounts & Finance Professional with **6years’ experience** having record of quality work performance in multicultural organizations operating in sectors like manufacturing, trading and retailing
* Gained intensive experience in handling wide range of accounts and finance related operations including Account Receivable & Account Payable analysis, Vendor and Bank Reconciliation, Finalizing Trial Balance
* Equipped with presentation and report writing skills and an expert user in Oracle with excellent skills in office applications like MS Excel, MS Word, and MS PowerPoint.

**STRENGTHS**

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| * Strong verbal and written communication skills | * Expert user in ERP |
| * Punctual, hardworking and enthusiastic | * Expert in AR/AP Reconciliation - MIS Reporting |
| * Effective compliance to SOP and controls | * High Level Analytical Aptitude |

**Experience**

**Worked as (Senior Accounts Officer) at US Apparel and Textile (Private) Limited. From March 2014 to December 2016.**

* Journal Entries & General Ledger
* Matching invoices to the relevant receipts
* Ensuring that the payment of invoices is completed within a timely manner and in accordance with payment terms
* Adjustment of over/under billed STIs through Debit/Credit notes
* Identifying invoices that are overdue or have not been received
* Setting up vendor accounts and reconciling statements
* Keeping track of every transaction and logging details into a system
* Reconciling intercompany transactions on regular basis
* Prepare RTGS for LC’s payment on daily basis
* Timely data entries, reconciliation and availability of proper supports with checks and balances
* Reconciliation of control accounts with sub ledgers, bank reconciliations
* To build strong personal contacts with banks, regarding LC’s Opening Acceptance and payments

**Worked as Accounts Officer at Borjan (Private) Limited (A retailer and whole sales shoes company) From August 2010 To-Feb-2014**

**Job Responsibilities:**

* Receiving of party invoices along with proper supporting
* Checking of party invoices with supporting documents
* Reviewing "Total Payable un-invoiced Packing Slip Report.
* Handling and managing petty cash.
* Managing and maintaining pre-paid and accruals.
* Performing accounts reconciliation; trouble shoots and analyses discrepancies.
* Preparing Tax Challan for withholding tax payment for Salary and Vendors.
* Compile data and Filing of Income Tax return.
* Preparing vendors reconciliation on monthly basis.
* Preparing Detailed Reports – Accounts Receivable, Accounts Payable.
* Posting of Purchase invoices, and posting of salaries and Rent of outlets.
* Posting of daily basis expenses vouchers.
* Preparation of bank reconciliation statements, vouchers, asset disposal forms and
* Monthly trial balance.
* Managing relationship with bankers and corresponding with bankers.

**Educational Background:**

2008 **Bachelor in Commerce**

Bahauddin Zakiria University Multan

2006 **Diploma in Commerce**

Punjab Board of Technical Education

2004 **Matric**

Board of Intermediate & Secondary Education Multan

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| **Personal details** | **IT & Computer Proficiency** |
| **Date of Birth :** 01stDecember, 1988  **Nationality :** Pakistani  **Marital status :** Single  **Visa status :** Visit Visa  **Sex :** Male  **Languages :** English, Urdu, Hindi, | * Accounting Packages – ERP   ***Oracle Production System, BMA***   * Accounting Packages – ERP   ***Microsoft Dynamic AX – ERP 2012***   * Accounting Packages –Off the Shelf   ***Quick Books and Peach Tree, Tally***   * Microsoft Office package   ***Word, Excel, Power Point, Outlook*** |
| **References:** Will be furnished if Required | **Availability:** Immediately |