

**Khurram**

# 

**PROFESSIONAL EXPERIENCE**

[**Khurram.360442@2freemail.com**](mailto:Khurram.360442@2freemail.com)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Job Role** | **Duration** | **Job Description** |
| **Tristar Real Estate Investment** Abu Dhabi, UAE | Senior Accountant | January 2016 to Present | * Prepare and submit of monthly financial statements to parent company i.e Income statement, Balance sheet etc. * Prepare and submit of monthly Bank Reconciliation statements to management. * Review of reports prepared by accountants. * Prepare and submit of liquidity reports to top management. * Internal audit of all accounts handled by accountants. * Prepare and submit of monthly cash flow budget and variance analysis reporting. * Preparation of financial reports and assisting in long term plans of organization. * Responsible for planning and performing routine internal audit review of the firm's financial and non-financial operations and business activities in accordance with the annual plan. * Managing human resource of the company i.e Payroll, End of service, WPS etc. * Assists Department Manager in the effective discharge of his duties and responsibilities and in undertaking different types of assignments under his direction. * Complete special projects as needed and other duties assigned. |
| **Pro-Health**  **(Healthcare facility designer and planners)**  Pakistan | Manager Accounts | March, 2015 to October 2015 | * Ensure an accurate and timely monthly, quarterly and year end close. * Ensure the timely reporting of all monthly financial information. * Assist the finance manager in the daily banking requirements. * Ensure the accurate and timely processing of pay transactions. * Advises staff regarding the handling of non-routine reporting transactions. * Work with the Auditors to ensure a clean and timely year end audit. * Supervise the general ledger accounts to ensure all financial reporting standards are met. * Assist in development and implementation of new procedures and features to enhance the workflow of the department. * Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc. * Support Finance Manager with special projects and workflow process improvements. |
| **Kreston International Hyder Bhimji & Co. Chartered Accountant**  Pakistan | Auditor | July, 2014  to April, 2015 | **Assignments as an Auditor**   * Audit of **AB Mauri Pakistan (Pvt) Ltd** (multinational yeast manufacturer) * Stock Take of **Hi-Tech Pakistan (Pvt) Ltd** (manufacturer of electric generators) * Audit of **Musterhaft Apparel (Pvt) Ltd** (manufacturer of Jackets) * Audit of **Wazir Carpets (Pvt) Ltd** (exporter of handmade carpets) * Audit of **Wazir Fabrics (Pvt) Ltd** (exporter and importer of fabric) * Audit of **Musterhaft (Pvt) Ltd** (exporter and importer of jeans) * Audit of **Musterhaft Apparel (Pvt) Ltd** (manufacturer of Army uniform) * Audit of **Pioneer Steel Mills (Pvt) Ltd** (Producer of water and gas pipes) * Audit of **Rotary Medical & Community Centre Trust** (Medical NGO) * Audit of **Chanan Development Association** (People welfare NGO) * Audit of **Online Hotels (Pvt) Ltd.** |
| **Employer** | **Job Role** | **Duration** | **Job Description** |
|  |  |  | **Work as an Auditor**   * Working on sale invoices and checking the controls regarding sales. * Working on purchase invoices and checking the controls regarding purchase. * Working on reconciliation of sale and purchase with sales tax return. * Working on withholding tax of companies and individual. * Working on imports, exports and also understand the nature of LC and custom duties etc. * Working on admin and selling expenses and checking the controls and work on their cut off, accruals and prepayments. * Detail working on finance cost. * Working on salary sheets of employees. * Working on advances to employees. * Working on loans (foreign loan, demand finance, trust receipts and running finance) and calculation of their interest. * Working on debtors, creditors, their methods of confirmations, age analysis and procedure of written off debtors and creditors * Working on calculation of profits on saving accounts. * Working on Income tax planning and return filing. * Working and planning the wealth statement. * Detail working on preparation of audit file. * Preparation of audited accounts. * Preparation of receipts and payments accounts. * Preparation of income and expenditure accounts. * Preparation of project based accounts. |
| **Neon Chemicals (Indenters of Pharmaceutical Raw Material)**  Pakistan | Accounts Officer | November, 2012  to June, 2014 | Posting, Accounts, Accruals, Bank Dealings, Cash managements Responsible for financial accounts including budgets and cash-flow, Supervising junior financial staff, Conducting regular business reviews of financial performance, Proactively identifying business improvement opportunities, Fixed Asset accounting, reconciliations and depreciation journals, Ensuring that information is accurately collated & entered into systems. |
| **Equity Masters (Pvt) Ltd**  **(Brokers of Share Market**)  Pakistan | Internee | December,  2012 to March, 2013 | Gain knowledge of trading of stocks. How to maintain a balance portfolio of different businesses. Learn the identification and assessment of risk of investment involved in the company. How businesses and stock markets are affected by the rumors and external factors. How the dividend and bonus shares effect on the price of shares. |

**EDUCATIONAL & PROFESSIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **INSTITUTE** | **SESSION** | **GRADE** |
| **ACCA** | Professionals Academy of Commerce, Lahore Pakistan | June 2014 | ACCA Affiliate / Qualified |
| **BSc (Hons) In Applied Accounting** | Oxford Brooks University | September 2017 | In Progress (thesis has to be submitted) |
| **Professional Ethics Module** | Professionals Academy of Commerce, Lahore Pakistan | February 2013 | Certified by ACCA |
| **Advanced Diploma in Accounting and Business** | Awarded by ACCA | February 2013 | Certified by ACCA |
| **Foundation in Accountancy** | Professionals Academy of Commerce, Lahore Pakistan | December 2011 | A |
| **IELTS** | Cambridge | January 2011 | 6 Bands |
| **FSC** | Forman Christian College Lahore Pakistan. | 2010 | A |
| **Matriculation** | Adabistan-e-  Soophia School, Lahore Pakistan. | 2008 | A+ |

**KEY SKILLS**

* Develop and maintain financial data bases
* Ensure accurate and timely monthly, quarterly and year end close
* Establish and monitor the implementation and maintenance of accounting control procedures
* Resolve accounting discrepancies and irregularities
* Continuous management and support of budget and forecast activities
* Financial audit preparation and coordinate the audit process
* Ensure accurate and appropriate recording and analysis of revenues and expenses
* Compile and analyze financial information to prepare financial statements with accepted policies and procedures
* Committed team player with strong problem solving and organizational skills
* Computer skills in **Peach tree, Quick book**, **Tally** Accounting software, Microsoft **Word, Excel, PowerPoint** and **Outlook**

**PERSONAL INFORMATION**

**Nationality :** Pakistani

**Date of birth :** 4 December 1991

**Languages :** English, Arabic, Urdu, Punjabi and Hindi

**Visa Status :** Employment Visa

**Driving License :** UAE and International License