

Professional biography by me

Irfan Aziz Khan

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Objective

To join a dynamic and progressive organization for a challenging position, offering ample opportunities for diversified exposure, enhancement of professional skills and carrier growth.

Profile

- ➔ Excellent analytical and problems solving skill.
- ➔ Fast learner, with the high degree of attention and commitment to work.
- ➔ Assist the superior officers at large.

Technical Qualification

- ➔ MS Office
- ➔ Internet e-mail
- ➔ Web Browsing

Accounting Software

- ➔ Quick book
- ➔ Pastel Ver. 11,12,
- ➔ Telly Sheet
- ➔ Sega Evolution
- ➔ Fox Pro

Academic Qualification

- ➔ Matric with Science Group.
- ➔ Intermediate with Commerce
- ➔ Bachelor of Commerce (Accounts)
- ➔ Post Graduate Diploma(Finance)
- ➔ MBA (In Progress)

Professional Qualification

- ➔ Certificate professional Manager in Corporate Finance From
Pakistan Institute in Modern Studies (PIMS)
- ➔ Certificate professional Accountant From
Pakistan Institute in Modern Studies (PIMS)

Professional Experience

- ➔ **Working as Junior Accountant as FVG Milling (Zambia) (2004 to 2006)**
- ➔ **Working as Finance Executive in target Marketing(2007 to 2010)**
- ➔ **Ngucha Energy Corp. Limited .as a Financial Accountant (201to 2020 my duties are as follow(Zambia)**
 - 1. Cash Book :Update & posting of transaction & cash book reconciliation preparation of bank reconciliation statement, petty cash management, Receipting sales payments etc**
 - 2. Creditors: Posting of purchase to general ledger, preparation of creditor statements, creditors reconciliation statements, Preparation of creditor payments, Etc**
 - 3. Debtors: Posting of sales to general Ledger, preparation for debtor statements, debtors reconciliation statements, confirmation debtors balance etc.**
 - 4. Sales Administration: Cash sale posting to general ledger, Monitoring, Reconciliation, Deposit verification, daily sale summary reports etc.**
 - 5. Management Reports: Monthly Financial Reports, Trial balance, Management Accounts, Cash flow Statement Etc**

Mansoor Tannery Pvt Ltd [Oct-2020 – Present]

Accounts Manager

- 1. Lead, manage and monitor accounting functions.*
- 2. Develop, generate and manage timely accounting reports.*
- 3. Ensure reconciliation of Bank accounts and other accounts.*
- 4. Monitor general ledger, accounts receivables, accounts payables and other records.*
- 5. Create management tools that effectively monitor accounting processes.*
- 6. Assist the accounting team in preparing balance sheet and budget reports.*
- 7. Generate various analyses and financial reports for the management.*
- 8. Monitor and manage the month-end accounting processes.*
- 9. Manage budgets for departments, projects and grants.*
- 10. Monitor month-end reports, schedules, payments and receipts.*
- 11. Create and monitor an effective internal audit system.*
- 12. Ensure timely completion of audit.*
- 13. Manage absenteeism, performance, payroll and other related issues.*
- 14. Maintain, update and monitor inventory records.*
- 15. Ensure compliance of all accounting processes to that of the organization's goals*

Languages

English and Urdu

Personal Details

➤ Father's name	<i>Aziz Ahmed Khan</i>
➤ Date of Birth	<i>31-01-1983</i>
➤ Religion	<i>Islam</i>
➤ Nationality	<i>Pakistani</i>
➤ Marital Status	<i>Married</i>
➤ NIC Number	<i>42201-0427644-1</i>

