

Gulnaz Khan

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DEPUTY MANAGER ACCOUNTS

Skilled Professional with experience in Accounts Management and Human Resource Administrative Capacity with the "Brain Telecommunication Ltd". Expertise includes Managing Accounts Receivable and Accounts Payable, cash, assets, Accounts administration, E-commerce and Claims reviews, SOP creation & implementation, automation and development of HR department, Performance appraisals, Financial documentation and make reports for audits and insuring compliance with policies and interpreting, regulations developing excellent customer reporting, Resolving problems and improving procedures and customer relationship. Resolving all manner of customer's issues.

Experience of Working in (A/R, A/P, DATA BASE, Inventory Control)

Computer literate with proficiency in various systems including **sage pro 7.4** and **sage pro**. Proven ability to manage multiple assignments, Meeting deadlines, schedules, reputation as a self directed professional with excellent problem solving, communication, analytic and management skills. Constantly updating knowledge and skills.

Ambition and eager Bachelor of commerce from 'Punjab College of commerce' with computer skills. MBA in Human resource management. Proficient in English and Urdu.

CORE COMPETENCIES

- Accounts Operations.
- Human Resource development department.
- Automation for HR module in Oracle financial.
- Performance appraisals.
- Update Employees Job description.
- Development and Planning HR.
- Handling and supportive work in HR planning and company's development.
- Management Reporting and Analysis, Documentation.
- Focus on Online payment through Citi Bank, Pakistan.
- Initiate E-Commerce and Electronic payments of Braintel through Citi Bank Pakistan.
- Customer services, Negotiations and Solutions.
- Planning and Management, Team Leader.
- AR listing to GL.
- Accounts Receivable/Payable administration.
- Financial Reporting and Documentation.
- Quality and productivity improvements.
- Claims and cash analyst.
- Leadership and communication.
- Customer services and quality assurance.
- Respect for deadlines.
- Data entry and analysis.
- Independent and Team building work and management.
- SOP making and implementation.
- Conflict management.
- Risk Management.
- Organization and time management.
- Pragmatic communication.
- Accounts appraisals.
- Training sessions.
- Frontline Management.

TECHINICAL SKILLS

- ERP sage pro 7.4 (Accounts receivable, Accounts payable and GL).
- SBT Accounts receivable, Accounts payable and GL.
- Peach Tree (sage 50)

- Tally software ERP 9
- Microsoft office proficiency
- Outlook
- Paint shop pro
- HTML
- Installation and troubleshooting

ACHIEVEMENT STATEMENT

- E-commerce.
- Cleanup and Managed Accounts Receivable System
- Streamline and Reconcile listing.
- Implementation of SOP's.
- Automation Support for HR module and planning.
- Creation of Users Manual for Beginners' with approval of higher management.
- Optimization and automation of HR procedures.
- Streamline electronic credit collection with banks.
- Training sessions for new arrivals in accounts.
- Frontline every Customer Problem. (A positive interaction with a client can give a frontline worker great satisfaction).
- Respects for Deadlines.

EDUCATION

Master's in Business Administration (Human resource Management)

Allama Iqbal Open University Islambad,Pakistan

Bachelor of Commerce (2000)

Punjab College of Commerce
Lahore, PAKISTAN.

Intermediate (1997)

General science

Govt. College for Women, Samanabad Lahore, PAKISTAN.

Matriculation (1995)

Arts subjects

Govt. Girls Higher Secondary School, Samanabad
Lahore, PAKISTAN.

TECHNICAL EDUCATION

- Diploma in Computer Sciences (DCS)
Lahore poly technique institute, Pakistan

CAREER HISTORY

Human Resource Management Module Support

“Brain Telecommunication Ltd”

- Active and support Human Resource department.
- Automation for HR module in Oracle financial.
- Oversee and manage a performance appraisal system that drives high performance.
- Update Employees Job description.
- Development and Planning HR.
- Handling and supportive work in HR planning and company's development.

- Management Reporting and Analysis, Documentation.
- Nurture a positive working environment.
- HR administrative support.

Deputy Manager Accounts (11 Years)
“Brain Telecommunication Ltd “

Nov, 2000 to Jul, 2011

Served as the primary contact as team head in a fast paced environment; provided superior service while ensuring operational and accounts effectiveness according to legislation and internal policies. Understanding customer business challenges and map customer business process requirements with solutions

- Head Accounts Receivable and sales matters. Analyze & Ensure all AR is adhering to the accounting procedures and supervise the day to day work activities in AR and the related module. Monitor Monthly sales report. Brief procedures and rules
- Responsible for reviewing all invoices and payments receipts to the receivable ledgers and monthly closing reports. Brain TEL procedures (e-commerce banking /city bank). Monitor BrainTEL accounts affairs and issues.
- Responsible for all receivables monthly closing reports with issuing receivables aging classifying receivables balances in terms of business activities to enhance focusing on collection and having a swift feedback on outstanding balances; regular reconciliations for receivables sub ledgers, sales discounts ledgers, promotional allowances, dealers rebate quota packages, payable commissions finders
- Provide periodic reports for sales receivables as prescribed to ensure all problem areas are highlighted and there is a smooth workflow.
- making evaluation for all operation departments, monitoring inventory stock to handling sales process, handling quality control procedures on daily basis to keep at errors free, analyze performance result and implement department improvement, read, understand and analyze daily, weekly, and monthly operational report use these report to evaluate departments performance,
- Prioritizing accounts and workflow to meet management goals. Communicating work in progress and final collection disposition to the appropriate A/R .
- Controlling and supervise Inventory control system.
- Held Training sessions in accounts.
- Briefly review Appraisals (accounts dept).
- Finalize GL accounts (receivable) reconciliation.
- Provide periodic reports for sales receivables as prescribed to ensure all problem areas are highlighted and there is a smooth workflow.
- Reports for higher management.
- SOP's. (implementation)
- Comfortable working in Accounting Software (ERP) SAGE PRO 7.4.

Assistant Manager Accounts
“Brain telecommunication Ltd “

- Performing different tasks that include posting cash receipts, updating cash flow reports.
- Responsible for applying cash receipts to customer accounts
- Assigning task to all subordinates (Lahore and Branches).
- Final briefing to trainees related to accounts sections.
- Ensure accuracy of data entry and sales.
- Supervise recoveries from sales and Corporate Departments.
- Checked GL accounts reconciliation (audit)
- Over all review of working completed by subordinates on weekly basis.
- Final working for Audits related to account receivable
- Finalize customer listing (for audit point of view).
- Brief Procedures and all related inquire by Auditor regarding Account Receivable

Senior Accounts Officer (AR & AP)
“Brain Telecommunication Ltd “

- Working as Supervisor of Accounts Receivable and Accounts Payable
- .(Report to Deputy Manager Accounts).
- Ensure accuracy of all data entry done by branches and in house (in SBT).
- Finalize the customer listing (for audit point of view).
- Examine corporate Clients Receivables.
- Examine Braintel customer ledgers problems and receivables.

- Recoveries from Corporate and consumer sale Department. (Also solve problems regarding Receivable and payments, and invoices).
- Examine Commission and Discounts given by branches and In-house.
- Dealer and sub dealer Receivable. (Also maintained Refunds and adjustments accounts)
- Ensure proper working and reports to higher management regarding sale in accounts.

Accounts Officer (Accounts payable)

- Assisting Deputy Manager Finance
- Payment of bills and claims payable by Brain Ltd.
- Data entry of all claims for accounts payable.
- Cash Reconciliation.
- Prepare Accounts Payable reports.
- Finalize vendor listing (for audit point of view).
- Maintained GL accounts regarding cash and Cheques.
- Apply Debits and Credits.
- Correspondence with Accounts payable customers and in-house matters directly.

LANGUAGES

- English
- Urdu

TRAINING AND CERTIFICATE

- Workshop for conflict management at Jpc Women, offered by Brain Ltd.
- Having certificate in Sports and extracurricular

FINAL PROJECTS

- **Working and Business Research at Lahore Stock Exchange**
Conducted visits to Lahore Stock Exchange to deeply study different operations involved in buying and selling of shares.

AREAS OF INTEREST

- Accounting
- Event Management & Organizer.
- Miniature Art
- Abstract Painting
- Reading/Writing.
- Photography

EXTRA CURRICULARS ACTIVITIES

- Organizer of different Events
- Sports
- Head of student's community

PERSONAL INFORMATION

- Name: Gulnaz Khan
- Father's name : Muhammad Tabarak Khan (Late)
- Nationality: Pakistani
- Material Status : Married
- Religion: Islam
- CNIC: 35202-8089470-0

REFERENCES

- On Request