

IRFAN AZIZ KHAN

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[A-15 Expressway Apparments, Gulshan-e-Iqbal Block 2 ,Karachi, Pakistan



Objective:

To become a part of an esteemed organization which ensures enhancement in the employee career growth

Education:

- Masters in Business Administration [In Progress]
- Post Graduate Diploma – Finance
- Certificate professional Accountant (Pakistan Institute in Modern Studies (PIMS)
- Bachelor of Commerce
- Intermediate in Commerce
- Matriculation

Soft Skills:

- Quick book
- Pastel Ver. 11,12,
- Tally Sheet
- Segal Evolution
- Fox Pro

Practical Experience:

Mansoor Tannery Pvt Ltd [Oct-2020 – Present]

Accounts Manager

- Lead, manage and monitor accounting functions.
- Develop, generate and manage timely accounting reports.
- Ensure reconciliation of Bank accounts and other accounts.
- Monitor general ledger, accounts receivables, accounts payables and other records.
- Create management tools that effectively monitor accounting processes.
- Assist the accounting team in preparing balance sheet and budget reports.
- Generate various analyses and financial reports for the management.
- Monitor and manage the month-end accounting processes.
- Manage budgets for departments, projects and grants.
- Monitor month-end reports, schedules, payments and receipts.
- Create and monitor an effective internal audit system.
- Ensure timely completion of audit.
- Manage absenteeism, performance, payroll and other related issues.

- Maintain, update and monitor inventory records.
- Ensure compliance of all accounting processes to that of the organization's goals.

Ngucha Energy Corp. Limited [Jan 2011 – Feb 2020]

Financial Accountant

- Cashbook Update and Reconciliation
- Bank Reconciliation Statement
- Cash Management
- Accounts Receivable Reconciliations
- Accounts Payable Reconciliations and Payment Processing
- Daily Sales Report and recording transactions after verification
- Management Accounts
- Cash flow Statement

Tapal Tea Distribution (2007 to 2010) – Finance Executive

FVG MILLING – Zambia (2004 to 2006)

- Junior Accountant

Personal:

Date of birth: 31-01-1985
Language: English/ Urdu
Religion: Islam
Marital status : Married