



ABDUL BASIT KHALSAI

About Me

Results-oriented A/P & Fixed Asset pro. Proven ability to streamline processes, controls, implementation, standardization and process documentation



+92 333 3558252



abdulbasitkhalsai@gmail.com



abdul-basit-khalsai



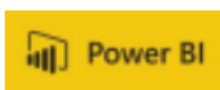
Saddar, Karachi, Pakistan - 74200

LANGUAGE

- English
- Urdu

EXPERTISE

Microsoft Family:



EXPERIENCE

Ghazi Brothers

(Pharmaceuticals)

Mar-2011 - Present



Current Position: Deputy Manager Accounts

Experience Highlights:

- Leads Accounts Payable operations (Vendor on boarding, PO approval, payment processing).
- Optimized and standardized AP processes for efficiency.
- Developed and implemented procurement policies, procedures & workflows.
- Establish KPIs with Dashboards & Monitor through Power BI.
- Developed Automated Sales Tax (Annexure- A) reconciliation process
- Implementation of Periodical Closing (Daily / Monthly / Annual)
- Managed the fixed asset lifecycle, ensuring day-to-day record accuracy, proper capitalization & depreciation calculation.

EDUCATION

Matriculation (Science)

Board of Secondary Education Karachi

Intermediate in Commerce

Board of Intermediate Education Karachi

Bachelors in Commerce

University of Karachi

ACMA - 8 Papers Cleared

ICMA Pakistan

Workshop - Basic of Business English

Pakistan Institute of Management

SKILLS SUMMARY

Problem Solving	<div></div>	90%
Project Management	<div></div>	80%
Communication	<div></div>	80%