



Imran Khan ACCA

Association of Chartered Certified Accountant

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UAE Driving License

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D.O.B 1994

OBJECTIVE

- Seeking a challenging position in a dynamic organization with the aim to contribute toward organizational success by performing consistently in professionally motivating environment.

CORE STRENGTHS & ENABLING SKILLS

- | | | |
|-------------------------------|-----------------------------|----------------|
| • Preparation of Financials | • IFRS & IAS | • SAP FICO |
| • Accounts Payable/Receivable | • External & Internal Audit | • Odoo |
| • GL Accounting & bookkeeping | • Credit Control | • Tally ERP 09 |
| • Value Added Tax (VAT) | • Advanced Excel | • Quick Books |

PROFESSIONAL QUALIFICATION

Qualification	Institute	Year
• ACCA Membership	Association of Chartered Certified Accountant (UK)	2018
• ACCA	Association of Chartered Certified Accountant (UK)	2017
• Advance Diploma in Accounting and Business	Association of Chartered Certified Accountant (UK)	2014
• Higher Diploma in Accounting (HDA)	Association of Chartered Certified Accountant (UK)	2013

CAREER SUMMARY

Designation	Duration	Organization
• AR Accountant	Feb 2022 – Present	MPI/Etihad International Investment LLC Group, UAE
• Credit controller	Feb 2022 – Present	MPI/Etihad International Investment LLC Group, UAE
• AP Accountant	Jan 2019 – Feb 2022	MPI/Etihad International Investment LLC Group, UAE
• Accountant	Aug 2017 – Nov 2018	City Glass Aluminum & Glass Factory, UAE
• Accountant	Jan 2016 – Jun 2017	Malmo Foods (Pvt) Limited
• Audit Associate/Internal Auditor	Jan 2014 – Dec 2015	Grant Thornton/Project of PepsiCo International-Frito Lays

MPI/Etihad International Investment LLC Group, UAE

Worked as “**AR Accountant**”, Feb 2022 – Present

Responsibilities/Accomplishments:

- Assist in **monthly closing** and reporting such as **management accounts**, **balance sheet** and **income statement**.
- Preparing monthly Accounts receivable **Ageing**, Inventory ageing, daily Sales and collection **reports**.
- Ensure distribution of the **statements** to all customers within a predetermined time frame and ensure customer's statements are up to date and attend to customers queries related to the statements and following up the payments.
- Facilitate **collection** from overdue accounts.
- Processing, verifying, and posting daily **payments** and communicate with customer for any payment discrepancies and ensure to timely address any discrepancy.
- Preparation of requirement for the **External Audit**.

MPI/Etihad International Investment LLC Group, UAE

Worked as “**Credit Controller**”, Feb 2022 – Present

Responsibilities/Accomplishments:

- Regular review of **customer overdue** with sales team and track collection plan.
- Providing customer statement and **ageing reports** to sales team for collection and follow-up of overdue amounts.
- Release the **credit block orders** as per credit policy and special approvals.
- Review accounts, client payments, **credit history**, and develop new or better repayment terms.
- Monitor **credit limits** of customers and ensure it is regularly reviewed and revised.
- Review and evaluate application in line with **Credit Policy** and proposed to the management for approval / rejection.

MPI/Etihad International Investment LLC Group, UAE

Worked as “**AP Accountant**”, Jan 2019 – Jan 2022

Responsibilities/Accomplishments:

- Assist in **monthly closing** and reporting such as **management accounts, balance sheet** and **income statement**.
- Preparing monthly Accounts payable **Ageing**, Inventory ageing, Purchases and payments **reports**.
- Calculating, processing and posting **prepayments, accruals, provisions, invoices** and **outgoing payments**.
- **Reconciling banks** (8 banks), **Corporate Credit cards** and **Vendor statements (500+ vendors)**.
- Preparation, validation and submission of quarterly **VAT returns** as per UAE VAT Law.
- Posting **Payroll** and overseeing salaries calculations. And also responsible for ensuring that all payroll deductions are analyzed and incorporated into the monthly payroll.
- Salary transferred by **WPS**, Bank transferred and cash on the requirement of the company.
- Preparation of requirement for **the External Audit**.

City Glass Aluminum & Glass Factory, UAE

Worked as “**Accountant**”, Aug 2017 – Nov 2018

Responsibilities/Accomplishments:

- Prepare, examine and analyze accounting records, **financial statements**, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Preparation, validation and submission of quarterly **VAT returns** as per UAE VAT Law.
- Assist in maintain, and analyze **budgets**, preparing periodic reports that compare budgeted costs to actual costs.
- Maintain various ledger accounts including **reconciliation** of the Bank statements, general ledger, revenue accounts, expenditures, and cash balances.
- Responsible for **payroll**, monitoring and distribution of payroll costs to appropriate general ledger accounts.

Malmo Foods (Pvt) Limited, Pakistan

Worked as “**Accountant**”, Jan 2016 – June 2017

Responsibilities/Accomplishments:

- Assist in preparing **balance sheet, P & L, Cash flow** and other reports. Prepares asset, liability, capital, income and expense account entries by compiling and analyzing account information.
- **Reconciles** accounts payable and receivable balances.
- Prepares **payments and receipts** by verifying documentation, and requesting disbursements.
- Managed **banking transactions**, dealing and bank reconciliations.

Grant Thornton (Project of PepsiCo International-Frito Lays Sank Division), Pakistan

Worked as “**Internal Auditor**”, Jan 2015 – Dec 2015

Responsibilities/Accomplishments:

- Assist in developing and maintaining the **risk assessment**, which as per the audit plan would focus on the review of high-risk business areas identified during risk identification and assessment exercises.
- Obtain sufficient background information and knowledge, understanding of overall business process, and identification of **key risks** to adequately plan and execute the fieldwork.
- Provide evidential support for all **observations, risks identified, and recommendations** made to the senior management.
- Gain and maintain sufficient knowledge on application of company procedures, policies and objectives in order to more efficiently identify potentially **high-risk areas**.

Grant Thornton, Pakistan

Worked as “**Audit Associate**”, Jan 2014 – Dec 2014

Responsibilities/Accomplishments:

- Evaluated the compliance, with the applicable **financial reporting framework**.
- Analyzing the data that goes into a financial statement to make sure it is **true and fair**.
- Obtained **audit evidence** through **Substantive & analytical procedures**.
- Addressed and resolved **significant accounting and auditing issues** raised.
- Performed year-end and month end Inventory counts, evaluated the **Inventory Management Systems** of Clients and prepared observations.