










# IMRAN KHAN

## Accounts & Finance Professional

Results-driven Senior Accountant with a 9 years of experience in accounting and auditing. Expertise in financial analysis, management reporting, and process optimization. Skilled in generating accurate financial statements, implementing credit control strategies, and ensuring compliance with VAT regulations. Proficient in SAP FICO, Odoo, Tally ERP 09, and QuickBooks. Strong knowledge of IFRS, IAS, and auditing standards.

### PERSONAL INFORMATION

-  **Phone** : +971562129926
-  **Email** : Imranullahkhan166@gmail.com
-  **Nationality** : Pakistani
-  **Marital Status** : Married
-  **Visa Type** : Notice Period until 17 June
-  **Driving Licence** : UAE
-  **Date Of Birth** : 1-7-1994

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### EDUCATION

- **ACCA Membership – 2018**  
Association of Chartered Certified Accountant (UK)
  - Financial Accounting (FA)
  - Management Accounting (MA)
  - Financial Reporting (FR)
  - Audit and Assurance (AA)
- **ACCA – 2017**  
Association of Chartered Certified Accountant (UK)
- **Advance Diploma in Accounting and Business – 2014**  
Association of Chartered Certified Accountant (UK)
- **Higher Diploma in Accounting (HDA) – 2013**  
Association of Chartered Certified Accountant (UK)

### PROFESSIONAL EXPERIENCE

- Feb 2022 – Present **MPI/ETIHAD INTERNATIONAL INVESTMENT GROUP (UAE )**  
AR ACCOUNTANT
- Feb 2022 – Present **MPI/ETIHAD INTERNATIONAL INVESTMENT GROUP (UAE )**  
CREDIT CONTROLLER
- Jan 2019 – Feb 2022 **MPI/ETIHAD INTERNATIONAL INVESTMENT GROUP (UAE )**  
AP ACCOUNTANT

#### Key responsibilities:

- Supported monthly financial closing, including analysis and preparation of accurate management accounts, balance sheet, and income statement.
- Generated comprehensive monthly reports (Accounts Receivable Aging, Inventory Aging, daily Sales and Collection) using different software providing valuable insights for decision-making.
- Ensured timely distribution of customer statements, addressing inquiries promptly and proactively following up on payments to maintain up-to-date records and strong customer relationships.
- Implemented effective strategies for optimizing cash flow by facilitating collection from overdue accounts through negotiation, legal action when needed, and proactive credit control measures.
- Processed, verified, and posted daily payments with precision, promptly resolving any discrepancies through proactive communication with customers.
- Collaborated with the sales team to review customer overdue accounts, implementing effective collection plans and ensuring prompt follow-up.
- Provided comprehensive customer statements and aging reports to drive focused collection efforts and enable streamlined account management.
- Released credit block orders according to credit policies and approvals, maintaining a balanced approach to risk management and customer satisfaction.
- Conducted thorough analysis of accounts, client payments, and credit history to optimize repayment terms, enhancing cash flow and mitigating credit risk.
- Monitored and reviewed customer credit limits, proactively assessing creditworthiness and recommending adjustments as needed.
- Oversaw monthly closing and reporting processes, including management accounts, balance sheet, and income statement.
- Prepared and analyzed monthly reports for Accounts Payable Ageing, Inventory Ageing, Purchases, and Payments.

## ACHIEVEMENTS

- Successfully handled Letter of Credit transactions, resulting in a 100% accuracy rate and no incidences of non-compliance with regulations
- Implemented process improvements for invoice discounting, resulting in a reduction of processing time by 30% and increased efficiency in cash flow management.
- Successfully completed multiple external audits with no significant findings, demonstrating your ability to maintain accurate financial records and compliance with regulations.
- Received recognition from senior management for exceptional performance in managing LBD transactions, resulting in increased profitability for the company

## SOFT SKILLS

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

## PROFESSIONAL SKILLS

- ▬ Communication skills
- ▬ Attention to detail
- ▬ Organization skills
- ▬ Leadership skills
- ▬ Creativity and innovation
- ▬ Multitasking capabilities
- ▬ Time management
- ▬ Problem-solving abilities
- ▬ Teamwork and collaboration

- Managed end-to-end processing of prepayments, accruals, provisions, invoices, and outgoing payments.
- Conducted thorough reconciliation of accounts across 8 banks, corporate credit cards, and statements from 500+ vendors.
- Ensured strict adherence to UAE VAT Law by meticulously preparing, validating, and submitting quarterly VAT returns.
- Provided critical support during external audits, contributing to compliant financial reporting and preparation of required documentation.

Aug 2017  
Nov 2022

**CITY GLASS ALUMINUM & GLASS FACTORY (UAE)**  
GENERAL ACCOUNTANT

Jan 2016  
Jun 2017

**MALMO FOODS PVT LIMITED (PAKISTAN )**  
GENERAL ACCOUNTANT

### Key responsibilities:

- Conducted comprehensive analysis of financial records, including accounting statements and reports, ensuring adherence to reporting standards and identifying opportunities for process improvement.
- Prepared and validated quarterly VAT returns in strict compliance with UAE VAT Law, managing high transaction volumes and ensuring accurate and timely submissions.
- Assisted in budget maintenance, analysis, and reporting, comparing actual costs with budgeted figures to optimize financial performance and facilitate informed decision-making.
- Maintained diverse ledger accounts, meticulously reconciling bank statements, general ledger, revenue accounts, expenditures, and cash balances, ensuring meticulous accuracy and resolving discrepancies promptly.
- Managed end-to-end payroll processes, overseeing payroll distribution and accurately allocating costs to relevant general ledger accounts, while adhering to regulatory guidelines.
- Prepared accurate and comprehensive financial reports, including balance sheets, profit and loss statements, and cash flow statements. Analyzed account information to compile and ensure the integrity of financial entries.
- Reconciled accounts payable and receivable balances, promptly addressing discrepancies to maintain accurate financial records.

Jan 2015  
Dec 2015

**GRANT THORNTON (PAKISTAN)**  
INTERNAL AUDITOR

Jan 2014  
Dec 2014

**GRANT THORNTON (PAKISTAN )**  
AUDIT ASSOCIATE

### Key responsibilities:

- Develop and maintain risk assessment framework, focusing on high-risk business areas identified during risk identification and assessment exercises.
- Gather and analyze relevant background information to understand overall business processes and key risks, facilitating effective planning and execution of fieldwork.
- Provide evidential support for observations, identified risks, and recommendations to senior management, ensuring clear communication and actionable decision-making.
- Evaluate compliance with financial reporting frameworks, ensuring accuracy and adherence to reporting requirements.
- Conduct substantive and analytical procedures to obtain audit evidence, employing innovative approaches for robust evidence collection.
- Address complex accounting and auditing issues through thorough research and analysis, offering effective solutions and improving financial reporting integrity.
- Perform accurate year-end and month-end inventory counts, evaluating inventory management systems and providing valuable observations for decision-making.