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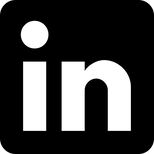
IMRAN KHAN PATHAN JAVIERA BLANCH



**PROFESSIONAL PROFILE**

Experienced professional with total 24 years of work experience in Finance, Procurement, Accounts & Logistics. 17 years Experience in UAE & Qatar and 7 years in India as a **Sales Officer, Account Executive, Procurement Executive, Workshop/ Warehouse In Charge as well as Logistics Coordinator** with Travel & Tourism, Retail, Trading, Service & Automotive Industry.

Well versed with ERP accounting software’s and good working experience in Focus, Tally ERP and Microsoft Dynamic AX accounting packages

 In/IMRAN KHAN PATHAN



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Vadodara – Gujarat

Immi1978@gmail.com



ACCOUNTANT /PURCHSE EXECUTIVE

**WORK EXPERIENCE**

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| **Elegancia Steel Doors Trading & Contracting**, **Doha – Qatar**  **-Accountant / Procurement / Logistic Executive** | July 2017 to  April 2023 |

* Working with Focus ERP Accounting Systems
* Assist in the preparation of financial reports, including monthly financial statements, budget variance analysis, and cash flow projections.
* Manage the general ledger, including recording journal entries, reconciling accounts, and maintaining supporting documentation.
* Process invoices, verify accuracy, and prepare payments.
* Monitor accounts receivable, follow up on outstanding payments, and maintain accurate records of all transactions.
* Maintain organized and up-to-date financial records, including invoices, receipts, and other supporting documents.
* Maintain Petty cash book for Office.
* Reconciliation of Accounts Payable & Accounts Receivables.
* Prepare Bank Reconciliation Statement.
* Maintain Inter Company Reconciliation
* Weekly updates Customer Collection Report.
* Preparing AR Ageing reports weekly basis.
* Send the Inquiry for the Supplier for New Order.
* Negotiate the Price and payment terms with supplier.
* Prepare Local Purchase Order for Purchase Material after getting request from Sales/Installation/Warehouse.
* Follow up with Supplier for Proforma Invoice / Invoices.
* Responsible for planning of shipments including liaison with freight agents and third party logistics providers.
* Preparation/processing of shipment document including Invoice, Packing List, COO, Insurance and Bill of Lading
* Liaise with internal departments such as Production, Stores & Finance
* Prepare LC Draft & send to the supplier for confirmation after confirmation draft LC, open LC in the Bank. Follow up for Swift Message and Send the Swift to Supplier regarding LC
* Submit the Original Document to Freight Forwarder to clear the shipment
* Prepare various reports as per management required.

**EDUCATION**

## Bachelor of Commerce (Accounting & Auditing)

### The M. S University of Baroda

1995-1998

Vadodara – Gujarat – India

Diploma in Computer Hardware from ACTIVE Computer Education in Dec - 2001

**KEY SKILLS**

* Financial Reporting
* Financial Statement
* Month-end Reconciliation
* Bank Reconciliation
* Bank LC, TR Facility
* Budget & Forecasting
* Account Payables & Receivables
* General Accounting & Bookkeeping
* Inventory Management
* Cash Flow Management
* Payroll Processing through Wages Protection System (WPS)
* Petty Cash Management
* Shipment Monitoring,
* Import / Export

**COMPUTER SKILLS**

* Focus RT
* Tally ERP
* Microsoft Dynamic AX
* MS Office
* Outlook, Emails & Internet

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**KTM DUBAI L.L.C., DUBAI – U.A.E.** Aug 2008 to May 2016

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| **- WORKSHOP /** **WAREHOUSE IN CHARGE** |  |

* Working with Focus RT Accounting Systems
* Maintaining Customer Database in ktmdealer.net.
* Receive and review feedback from customer and follow up to ensure customer satisfaction.
* Maintain Payroll Register for Workshop/Warehouse
* Maintain Petty Cash book for workshop expenses
* Maintaining Daily Accounts Sheet which includes Cash Sales, Credit Sales, Credit Card Sales, Pending Invoice details etc.
* Arrange the Forklift for loading / unloading the shipment
* Check and approve for KTM Service Invoice, Stock Transfer, Excess Stock & Shortage Stock
* Physically checking for stocks.
* Assess the availability of space and prepare stacking/storage plans prior to parts arrival & arrange it bin location wise.
* Arrange stock taking every year for company Audit
* Receiving the stocks from supplier and deliver the items to concern customers as per invoice
* Co-ordination for Sales, Accounts department
* Receiving Customer Bike for Service, open Job Card and raising repair orders in the system.
* For additional repairs with cost estimates and approval from customer.
* Maintaining Shipping Charges from Customer for DHL Order
* Maintain Pre Delivery Inspection (PDI) for New Bikes in the system
* Handling Warranty Claim for parts for Customer.
* Responsible for job allocation and job flow in the workshop including scheduling and labor allocation for day to day operation
* Ensure correct job numbers are used and that time records are correct
* Manage inward goods checking quantities dispatching goods and receipting invoices
* Regularly report progress on each job card and quickly communicate concerns with the CFO
* Update Daily Stock report to CFO & Sales Manager.
* Maintaining Inventory Availability Report.
* Preparing Sales Report for Bikes & Parts.
* Preparing all the reports about stocks requirement

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| **RIYA TRAVELS & TOURS PVT. LTD.** , **Vadodara – India**  **- SALES OFFICER** | August 2016 to June 2017 |

* Daily morning reporting to Sales Manager
* Daily & Weekly Outdoor Calls for visiting exiting Customer and generating New Customer
* Provide Competitive quotes to Customers
* Attend query on phone/in person/E-mails
* Handling Customer’s Ticketing, Visa endorsement for Gulf Countries,
* Responsible for selling tickets & travel packages
* Re issue, refund, Issue Travel Insurance
* Generating maximum sales revenue.
* Handle International Ticketing for Corporate clients
* Good written & verbal communication skills
* Maintain Weekly Sales Plan
* Maintain Weekly Sales Reports

**PERSONAL DETAILS**

## Nationality; Indian

## DOB: 27th May 1978

## Languages Knows: English, Arabic,

## Hindi & Gujarati

## References: Available upon request

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**Diamond Tools Trading FZCO, Dubai, U.A.E.**  July 2004 to May 2008

-**ACCOUNTANT**

* Daily morning update exchange rates of USD, EU & GBP thru website [www.xe.com](http://www.xe.com)
* Maintaining Purchase & Sales Register. Preparing GL, Payment, Receipt & Journal Voucher
* Maintain Petty cash book for Office, Showroom & Daily Cash Sales Received from showroom Customers. Processing of cheques & Daily Receipts from Customers and Deposits into Bank.
* Liaison with Bank, Debtors & Creditors, Shipping Company, Insurance Company etc.
* Preparation of Bank Reconciliation statement (BRS).
* Reconciliation of Accounts Payable & Accounts Receivables
* Preparing Cheque/s, TT, and online Payment to International and Local Suppliers
* Prepare and send debit or credit notes to suppliers / Customer when necessary.
* Prepare monthly Salary of Staff
* Preparing Staff Final Settlement if employee leave from Company
* During month end pass the Depreciation, Prepaid Rent & Provision
* Preparing Outstanding Customer and Vendor Report
* Preparing Creditors & Debtors Ageing reports to MD
* Update Daily Stock report to MD & Sales Manager.
* Preparing Zone Wise Sales report
* Preparing Cash Flow statement and send to MD
* Prepares Financial Reports to the top management on monthly and annual basis
* Enquire from the supplier for delivery time for the items to be procured & conveying the same to Export Assistant.
* Preparation of PO after the receipt of Sales Order Confirmation (SOC) from exports section.
* Checking the supplier invoice against the PO which order quantity, invoice amount, mode of shipment and date of delivery.
* Getting the PO approved from the Management & raising the it to the supplier & forwarding a copy to local forwarding agent.
* Prepares Proforma Invoice, Sales Order Confirmation (SOC), Pre-alert, Invoice, Packing List, Insurance, Shipping Instruction for Shipment.
* Giving shipping instructions to the freight forwarding agent & also Supplier
* Issuing shipping instructions to the freight forwarder in a prescribed format.
* Follow-up with supplier for the Shipping Documents.
* Confirming the Airway Bill / BL received from the supplier / Forwarder by putting “Confirmed” stamp. Sending this confirmed bill to freight forwarder & a copy to accounts.
* Sending pre-alert to freight forwarder in prescribed format for receipt of goods
* Maintaining of Goods Receipt Note in Tally software as per the GRN received from Aramex.
* Maintain systematic filing hard & soft copy of all export related documents
* Giving shipping instructions to the supplier & also to freight forwarder.
* Follow-up with supplier for the Shipping Documents.
* Maintaining Pending Purchase Order Report

**Quality Engineering (Baroda) Pvt. Ltd., Vadodara** Aug 1998 to May 2004

-**Accounts Assistant**

* Assisting to the Accountant
* Maintaining Books of Accounts Up to Finalization in “Tally 5.4” package.
* Preparation of Purchase & Sales Register
* Preparation of Payment Voucher & Receipt Voucher
* Maintaining Accounts Payable and Accounts Receivable Ledgers.
* Maintaining of Cash book & Bank book as per the bank statement.
* Preparation of Bank Reconciliation Statement.
* Maintaining the Payroll of Employees.
* Liaison with Bank, Debtors & Creditors
* Preparing Delivery Challan, Invoice / Bill of customers
* Preparation & filling of Income Tax & Sales Tax Returns