

ABDUL AZIZ KHAN

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SUMMARY

Competent Accounting & Finance professional with more than 10 years of experience in streamlining accounting operations and profitability of organizations across multiple environments encompassing Real Estate, Food & beverage, Information Technology, Manufacturing & Trade industries. Proficient in handling Financial Analysis & Reporting, General Ledger, Business Taxation, Accounts Receivable & Payable, Cash flow forecasting & Budgeting autonomously.

SKILLS

- Financial Reporting
- Month/Year closures
- Cash Flow Management
- Budgeting & Forecasting
- Financial Modeling & Analysis
- IFRS/IAS
- Accounts Receivable & Payable
- Internal Controls
- Business Communication

EXPERIENCE

KUWAIT OIL COMPANY, London, United Kingdom (Oil and Gas) Aug 2023 – Present

INTERNAL AUDITOR

- Review employee medical claims thoroughly to guarantee accuracy and compliance with policy.
- Strengthen internal controls for medical claims processing to decrease errors and increase transparency.
- Assess collections procedures and provide recommendations to improve cash flow and lower outstanding accounts.
- Work jointly to audit accounts receivable and invoices, confirming precision and consistency with protocols.
- Inspect payroll processes to verify accuracy, proper classification, and adherence to legal and company standards.
- Oversee document handling and filing practices to ensure systematic organization and secure archiving.

SHARJAH SUSTAINABLE CITY LLC, Sharjah, United Arab Emirates (Real Estate Development) Mar 2020 – Jul 2023

CHIEF ACCOUNTANT

- Delivered accurate & timely reports by efficiently closing accounts & financial statements.
- Successfully managed budgeting & forecasting, meticulously tracking expenses & revenues.
- Optimized cash flows, managing working capital & overseeing AP/AR processes expertly.
- Provided insights through financial analysis, driving decision-making and cost control initiatives.
- Oversee tax planning and compliance, ensuring timely and accurate tax return submissions.
- Precisely finalized ledgers & schedules, including revenue/cost recognition & fixed assets.
- Maintained strict regulatory & policy compliance, staying updated on accounting standards.
- Boosted accounting efficiency & accuracy with strategic system optimization.
- Led high-performing accounting team, fostering collaboration & growth environment.
- Contributed to successful Microsoft Dynamics 365 implementation.

AB FAB FOODS LLC, Dubai, United Arab Emirates (Food & Beverage) Sep 2018 – Mar 2020

SENIOR ACCOUNTANT

- Recovered AED 300K through diligent payment audit, rectifying vendor overpayments.
- Cleared AED 500,000 variance by accurately reconciling 2016-2018 bank activities.
- Formulated schedules for prepayments, accruals, depreciation, and debtors with precision.
- Managed complete accounts payable cycle for 5 restaurant brands seamlessly.
- Authorized payments, wire transfers, and reconciled 25+ bank accounts expertly.
- Implemented fixed asset tracking system, streamlining fixed assets management.
- Reconciled VAT ledgers and filed VAT returns promptly, ensuring compliance.
- Performed sales reconciliation for various payment methods & platforms (Cash, Visa/Master card etc.).

360FACTORS PRIVATE LIMITED , Karachi, Pakistan (Information Technology)	Sep 2015 – Sep 2018
SENIOR ACCOUNTS EXECUTIVE	

- Optimized past-due AR balances by 70%, recovering \$10,000 in less than two months.
- Created company portal with organized project documentation, vendor files, and client files.
- Reduced paperwork by 80% through electronic forms adoption.
- Streamlined withholding tax procedures, identified potential tax savings, and made recommendations.
- Finalized financial statements, general ledger reconciliations, adjusting & closing entries, A/R and A/P.
- Responsible for revenue recognition, COGS calculation, fixed assets, and petty cash management.
- Conducted bank reconciliation and reported discrepancies.

GENEVA THREADS PVT. LTD. , Karachi, Pakistan (Manufacturing & Trading)	Apr 2012 – Sep 2015
JUNIOR ACCOUNTS EXECUTIVE	

- Prepared financial reports for stakeholders on a daily, monthly, and annual basis.
- Administered fixed assets, accounts payable, purchasing, and expense reimbursements.
- Handled inventory management, bank reconciliation, and production report management.
- Computed and processed state sales tax requirements.
- Performed general administrative duties, including correspondence preparation.

EDUCATION

Institute of Cost & Management Accountants of Pakistan , Pakistan	In Progress
COST & MANAGEMENT ACCOUNTANT (CMA) – Final stage	
Institute of Cost & Management Accountants of Pakistan , Pakistan	2015 - 2020
AFFILIATE FINANCIAL ACCOUNTANT (AFA)	
UDEMY, Online	2020 - 2020
Financial Modelling and Analysis	
University of Karachi , Pakistan	2013 – 2015
BACHELOR OF COMMERCE	

IT PROFICIENCIES

- | | | |
|------------------------------|--------------------------|------------------|
| • Oracle NetSuite | • Microsoft Dynamics 365 | • QuickBooks |
| • Microsoft Excel (Advanced) | • XERO Financials | • ZOHO Finance |
| • SAGE | • FreshBooks | • WAVE Financial |