

Fazeel Ahmad Khan

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Profile: An experienced professional who have a hands on experience in dealing with a wide range of administrative and financial tasks. These involve providing assistance in billing invoices, preparing budgets, managing cash flows, and requesting information from colleagues regarding Purchase orders. I am a person with an aptitude for numeracy thrive.

Key Skills: Excellent communication and negotiating skills, strong customer focus, a keen attention to detail, an ability to manage budgets and multitask, hardworking and flexible, working well under pressure and as part of a team, learn new concepts quickly, vendors' dealing, invoicing and forecasting etc.

PROFESSIONAL EXPERIENCE:

BKR International (Audit Firm),
Mall Road,

November 2020 to November 2021
Lahore, Pakistan

Managed overall audit planning, review, supervision, and finalization of standalone, consolidated financial statements and group reporting packs in line with IFRS, local laws, US GAAP and special purpose frameworks.

- Assessed risk of the client in accordance with firm's audit methodology and planning audit procedures required to cover this risk.
- Applied International Financial Reporting Standards, International Accounting Standards, International Auditing Standards and reviewed statutory financial statements to ensure compliance therewith.
- Developed effective relationships with the clients by communicating audit issues to clients and sharing insights & interpretations on possible solutions.
- Collaborated with other members of audit team and other departments of the firm to provide high quality services to clients.
- Trained junior staff members while contributing to the development of my own technical capabilities and business acumen.
- Prepared and reviewed deliverables and timely communicated the issues identified during audit to Managers/Partner and resolved the same as per the requirements of applicable accounting and reporting requirements applicable on the company.
- Promoted the firm's quality control procedures and policies in order to ensure compliance with independence and ethical requirements as issued by IFAC.
- Checked compliances with legislative requirements as outlined by regulatory bodies for specialized industries.

Divine Horizon (Construction services),
Zubair Square Nasir abad, Near PCSIR Phase 2,
Assistant Manager Accounts & Finance

May 2018 to August 2019
Lahore, Pakistan

I managed overall day to day transactions of the company. My key responsibilities were as below:

- Maintaining accounts ledger by posting account transactions
- Obtains revenue and pays invoices by verifying and completing payable and receivable transactions
- Maintains payroll information by collecting, calculating and entering data
- Managing petty cash transaction
- Prepare bank, receivable and payables reconciliations
- To complete and maintain sales invoices and reports
- Prepare period end journals for prepayments, accruals and commissions payments

- Dealing with day to day cash and bank transactions
- Ensure compliance with accounting principles and deadlines
- Preparation of Income Tax payment challan

Freelancer content writer and bookkeeper

Up work, Lahore, Punjab

- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Prepared academic, article, thesis, and resume pieces.
- Maintained and processed invoices, deposits and money logs.
- Organized and carried out proactive month-end, quarterly and year-end processes.
- Reviewed and processed client payments, including electronic payments and check deposits.
- Provided comprehensive accounting support to company by managing functions like payroll, accounts payable, accounts receivable and business expense processing.
- Sorted financial documents, coded accounting entries for data processing and posted daily receipts and payments.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Worked with senior accounting staff to prepare financial documents and reports such as bills and invoices, year-end analysis, budgets, financial records and financial statements.
- Verified accurate recordkeeping processes, reducing financial inconsistencies.
- Established QuickBooks and other accounting system to reflect accurate financial records.
- Strengthened financial operations by conducting bank reconciliations and financial reporting.

EDUCATION & QUALIFICATION:

Certificate in Accounting and Finance

2014-2020

Institute of Chartered Accountants of Pakistan

Lahore, Pakistan

Bachelor of Science in Business Administration (BSBA)

2018 to 2022

Virtual University of Pakistan

Lahore, Pakistan

Assessment of fundamental Competencies

2013-2014

Institute of Chartered Accountants of Pakistan

Lahore, Pakistan

Higher School and Secondary Certificate

2011-2013

Forman Christian College, A Chartered University

Lahore, Pakistan

Secondary School Certificate

2009-2011

Misber School Valencia Town

Lahore, Pakistan

SEMINARS AND WORKSHOPS:

- Completed 100-hour Presentation and Communication Skill Courses (PCSC I) recommended by ICAP focusing on presentation techniques and group discussions. In addition to PCSCs, I also completed Communication Skill Development Course (CSDC).

ADDITIONAL SKILLS INTERESTS:

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| a) Fluent in English | d) QuickBooks |
| b) Playing Football, Table tennis and Badminton | e) Photoshop (Basics) |
| c) MS Office Suite | |