

# Adil Khan



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Visit Visa Valid till: 31 DEC 2020

## CAREER OBJECTIVE:

A highly knowledgeable accounting professional, with over 3 years of experience in managing accounts, willing to undertake a challenging opportunity in a fast paced environment. Working as part of a close knit team to ensure that best Accounting services are provided, with the ability to think laterally and act decisively in cost control and query resolution.

## CAREER PROFILE/SKILLS:

Monthly Accounts Management P & L Analysis.  
Month End Procedures Reporting & Management Accounting.  
Bank, Debtors & Creditors Reconciliation.  
Reconciliation of Bank Statement at the end of month.  
Day-to-day Administration service.

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** Escrow Consulting Group (<https://escrowconsultinggroup.com/>)  
(Renowned and Trustworthy name in the online accounting market)  
**Tenure:** Jan 2018– Jan 2020  
**Designation:** Accountant and Accounting Software Trainer



### Responsibilities:

Team Leader and deal with American, Australian, Canadian and UAE clients.  
Managed purchase, sales, payment, receipt collection & journal voucher.  
Verification of bills through Entryless, Hubdoc & Receipt Bank, and reconciliation of total turnover and managing bank, debtors & creditors reconciliation.  
Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction & petty cash book along with day to day cash & bank transactions through Quickbooks, Xero, Zoho Books, Wave, YNAB, and Kashflow.  
Reconciliation of Bank Statement at the end of month.  
Maintain salary register, Balance sheet & profit & Loss.  
Responsible for administrative services including payment management.  
Process accounts payable checks and bi-weekly payroll.  
Prepare monthly account reconciliation analysis.  
Manage electronic funds transfer.  
Maintain company books including A/P, A/R, bank statements and other reports.  
Reconcile and balance accounts.  
Manage employee payroll services through Simpro, Deputy and Screenshot.  
Maintain chart of accounts.  
Issue financial statements as and when required.  
Monitor fixed assets and manage invoices.  
Mail the invoices to the regarding clients.

### Achievement:

Trained 3 interns last year.

**Organization:** [Malcus & Myer \(http://www.malcusmyre.com/\)](http://www.malcusmyre.com/)  
(Leading Consulting group in Pakistan)  
**Tenure:** Dec 2016 – Dec 2017  
**Designation:** **Audit intern**



**Responsibilities:**

Verification of entries in Stock records, Fixed Asset records etc  
Drawing up and Verification of Trial balances of Entities like Sole-Traders, Partnerships and Private Limited Companies etc.  
Proper maintenance of working papers.  
Physical verification of Stocks and their valuation.  
Handled several special audits and assignments.  
Review of RG23A, PLA, and, Service tax, VAT& CST returns.

**ACADEMIC EDUCATION:**

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
BSc (hons) in Accounting and Finance	Oxford Brooks University UK	2020
ACCA	ACCA	Finalist
Advanced Diploma in Accounting and Business	ACCA	2017
Diploma in Accounting and Business	ACCA	2012
Intermediate Certificate in Financial and Management Accounting	ACCA	2012

**CERTIFICATION/ ADDITIONAL SKILLS:**

- **Quickbooks** {Both online(simple start, Essential and plus) and Desktop Versions}
- **Xero** (Worked on all Plans Early, Growing and Established)
- **Zoho Books** (Worked on all Plans Basic, Standard and Professional)
- **Wave**
- **Kashflow**
- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)

○ **TRAININGS & WORKSHOPS:**

**Certificate of Completion**

**Year - 2019**

successfully completed the Introduction to QuickBooks Online: for Accountants training: Navigating your clients' QuickBooks

**PERSONAL INFORMATION:**

**Father's Name** : Mushtaq Khan  
**Date of Birth** : 20-March-1993  
**Linkedin** : <https://www.linkedin.com/in/adil-khan-12459a163/>

**REFERENCE:**

Reference will be furnished on demand.