

Kamran Khan

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ACCOUNTANT GENERAL

Financial Operations ~ Equity Research ~ Auditing & Compliance

Expertise in identifying initiatives and facilitating action-driven plans to support financial growth and objectives

PROFILE SUMMARY

Accountant general, in reputed organization with 05 years of international experience in managing the finance functions in Fortune 10 and privately held companies. Led multi-discipline, geographically dispersed teams to manage fiscal operations for various service and facilities. Restored financial health of the company by taking control of all receivables, payables and assets; negotiating settlements and restructuring financial liabilities with bankers, suppliers & statutory agencies. Strengthened financial position of nonprofit operation by implementing new procedures, quality control measures, and ensuring compliance with federal and IRS laws to protect nonprofit status. Fluent in English, Urdu, Hindi and conversational Arabic.

EDUCATION

BBA (Hons) (Financial Management), Northern University Nowshera Pakistan, 2014
Specialized in HRM & Finance

CORE SKILLS

Financial Planning	Month & YE Closings	Budgeting & Forecasting
Financial Analysis	Inventory Costing	GAAP & IFRS
Service Profitability	Variance Analysis / Internal Control	Policies & Procedures

INTERNATIONAL EXPERIENCE

March' 2015 till date with Well Reputed Organization in Land Transport, Dubai (UAE), as an Accountant General.

Leading a team of 70+ personnel in different projects and locations

- Created standardized, workable accounting systems with four direct reports
- Manage Controllers and accounting staffs for different locations including AUH, Sharjah, Fujairah and Ras al Khaimah.
- Slashed debtor outstanding from 18 to 6 days by automating the receivables process
- Streamlined the payroll processing from different remote locations to 1.
- Ensured local government compliance, timely financial reporting and hiring of appropriate staff for new projects launch by employing and applying sound accounting procedures.
- Slashed the billing statement cycle time from 24 hours to 2 hours by automating generation of e- statements for customer AR accounts; this was an environmentally conscious initiative to a paperless billing process
- Three way invoice checking before booking
- Reconcile the monthly mortgage vehicles loans with company bank account.
- Answering all queries, regarding payments, invoice issues and all general enquires and solving them
- Passing monthly accrual entries
- Ensuring all the invoices for the month have been booked into the system

- Posting of monthly accruals.
- Handling all aspects for petty cash (Monthly 300,000 AED).
- Monthly physical checking of petty cash floats.
- Monthly employee deduction entries for payroll
- Identified and removed items such as cash advance, salary advance for employees from petty cash and processed it through salaries for easy tracking and identification.
- Maintaining a monthly employee deduction schedule for payroll deductions
- Monthly preparations of schedules such as prepayment visa, advances, employee advances, deposits.
- Created a method of filing for projects(accounts receivables) by color coding based on type of work with project code, title and details for filing system
- Created a Fixed Asset Register (FAR) based on category and sub category of assets.
- Performing my duty as a documents controller maintaining all the documents proper filing and providing on the demand to clients.
- Facilitate swift payment of invoices due to the organization by sending bill reminders and contacting clients with outstanding accounts.
- Answering all audit queries.
- **Key Roles:**
 - Dealing with the preparation and submission of VAT returns on a monthly basis
 - Strong knowledge of VAT and aware about all fines related VAT by FTA.
 - Preparing and filing of VAT returns periodically, without fail
 - Providing advice on tax planning and VAT
 - Functioning as the head of the team for preparing the tax returns and books of accounts
 - Looking after the management of client and supplier payments
 - Communicating financial issues to the management and staff, who are not related with financial dealings and keeping them in good understanding of the financial positions
 - Responsible for generating daily, weekly, and monthly reports such as journal entries, accrual entries, daily suppliers closing balance on timely basis to help senior management make well informed decisions.
 - Preparing Quotations according to deal and follow up till to receive the LPO of machine after then issue the delivery note.
 - Prepare bills, invoices according to time sheet and bank deposits after reconciling and deduction from the receivables.
 - Finalizing the month end close of books of accounts.
 - Verify discrepancies by and resolve clients' billing issues.
 - Rightly prioritizing the booking of all invoices based on their respective payment terms.
 - Reviewing all invoices for rightly documenting such as delivery notes, store receipt, valid LPO, approved requisition for booking their cost to the correct period.
 - Handling all aspects of petty cash management including maintaining voucher records, correcting any reconciliation problems, providing evidence against all transactions that took place, and documenting all petty cash payments.
 - Managing all cost related problems, rightly identifying all extraordinary and unnecessary costs and reporting them to the manager.
 - Answering all queries made by the customer regarding due payments etc.

April '2020 – Till Present Noon.com, Dubai. As a Logistic Coordinator.

Role:

- Coordinate and monitor supply chain operations
- Ensure premises, assets and communication ways are used effectively
- Utilize logistics IT to optimize procedures
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management.

PERSONAL INFORMATION

- Date of Birth: 5th March 1990
- Nationality: Pakistan
- Visa Status: Employment Visa (Transferable)
- Marital Status: Single
- Driving License: 3810526

