



YASIR KHAN

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Visa Status: Employment Visa

Experience# 4 years

Professional Summary

Applying for the position of Accounts and finance with a growing company where 4 years' experience in reconciling ledgers and monitoring compliance with policies, procedures, and guidelines. Customer service environment, managing funds, and maintaining internal controls in a multi and to build upon existing corporate finance skills in both transaction execution and analytics, leading to increased responsibilities.

SKILLS

- Exceptional breadth of taxation and public accounting experience
- Managing Daily Transaction
- Preparing Receivables & Payables Account Reconciliation
- Knowledge of auditing and Aged Debtor Analysis
- Strong proficiency in billing invoices and policies
- Excellent forecasting and budgeting skills, Petty Cash Management
- Outstanding grasp of cost price margin profitability variance analysis
- High ability to practice in Financial Statement Preparation
- Good verbal and written communication skills
- Bank & GL Reconciliation
- Book Keeping, Quick Book online and Desktop & Tally

WORK EXPERIENCE

❖ AMAYA SHIPPING LINE LLC DEIRA DUBAI, UAE

Position: General Accountant (From 5th -JUNE-2020 Present Job)

Duties and Responsibilities

- Preparing Receivable & payables Account Reconciliation
- Preparing Accounts Ledgers
- Bank & GL Reconciliation
- Preparing monthly closing of financial statements
- Accounting Software (Quick Book Online)
- Preparing Receivable & payables Account Reconciliation
- Strong proficiency in billing invoices and policies
- Online Bank Reconciliation

❖ Rafaqat Babar and Company Chartered Accountants

DUTIES WITH CLIENT:

- **Internal Main office Assignment at Rafaqat Babar & Co., Chartered Accountants_2019 Audit, Tax, and Advisory**
- **A Member Firm of Leading Edge Alliance (From July 03, 2017 to October 02, 2019)**

Working as an Audit Trainee with Rafaqat Babar & Co. Chartered Accountants engaged in provision of Services such as financial & cost accounting, auditing, Tax, and advisory. While in association with Rafaqat Babar & Co., Chartered Accountants, I gained diverse experience in the field of financial Accounting, auditing, and other advisory services. A brief summary of career development is as follow

❖ Pakistan Hunting and sporting arms development Co.2017

❖ (with its own unique growth factor Involved in the manufacturing of hunting and sporting arms)

❖ Serene Air Lines Pakistan _2017

❖ **MKB Group of companies (Pvt) Ltd (involved in the manufacturing of Floor mates) _2017**

Duties and Responsibilities as an Auditor:

- External Auditing with appropriate engagement team under the supervision of engagement Partner.
- Development of audit strategy and audit plan as per requirement of international standards on auditing (ISAs). Which involves systematic review, risk analysis and development of audit tests aimed at reducing audit risk, as well as execution and completion of various audit assignment.
- Review of internal control procedures to ensure adherence to management policies and control procedures and to suggest improvement thereon.
- Producing audit report to meet the required standard for reporting to senior management.

❖ Yangtze Three Gorges Technology and Economy Development Co., Ltd., Chinese Company_2018

Position:

Secondment Assignment/ Consultant

Duties and Responsibilities

- Preparation of trail balances, double entries, reconciliation of subsidiary accounts with control accounts, Bank reconciliations with company books etc.
- Preparation of Financial statements in accordance with the requirements of International Financial Reporting Standards (IFRS) and companies' ordinance.
- Preparation of Salary details of employees.
- Maintains accounting ledgers by verifying and posting account transactions
- Verification of vendor accounts by reconciling monthly statements and related transactions
- Disbursing petty cash by recording entry; verifying documentation.
- Reporting of sales taxes and withholding tax.

❖ Sino Hydro Harbour Company Ltd., (Chinese Company) _2019

Position: Secondment Assignment/ Consultant

Duties and Responsibilities

- Book keeping of financial statements of main office and side projects and monthly wise reporting to the management.

❖ Khatak Allied Construction Company

Position: Assistant Accountant (2016-2017)

Duties and Responsibilities

- Preparation of Financial Statement
- Monthly Management Reports & analysis
- Book keeping of daily transaction

PROFESSIONAL QUALIFICATION

- **CPA** (Pakistan Institute of Public Finance Accountants) Qualified **UK** (United Kingdom)
- **CPA** (Institute of Certified public accountants) (Finalist) in **Pakistan**
- **PIPFA** (Pakistan Institute of Finance Accountants) Taxation- Paper Remaining

ACADEMIC QUALIFICATION

❖ **M.COM** From University of Peshawar in 2015, Pakistan

❖ **B.COM** From University of Peshawar in 2013, Pakistan

IT Skills

❖ Worked on Quick Books Accounting software ❖ M.S Office