

# Shahbaz Khan

Accountant (5 Years UAE Experience)



**DUBAI - UAE**  
**(Willing to Relocate)**  
**Cell +971555450016**

**Email:**  
[Shahbazskp13@gmail.com](mailto:Shahbazskp13@gmail.com)

## **Professional Skills:**

- ▶ Product Costing
- ▶ Management of A/Receivables and A/Payables
- ▶ Bank Reconciliations
- ▶ Inventory Management
- ▶ Customer Dealing
- ▶ Bank & Banking matters

## **Top Skills:**

- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ VAT Tax Preparation
- ▶ Sales Tax
- ▶ Strategic Planning
- ▶ Auditing
- ▶ Payroll (WPS)

## **Core Competencies:**

## **Executive Summary:**

Fourteen years of extensive experience in full time Job as an Accounts & Finance Professional. Excellent knowledge in Account Payable/Receivable, General Ledger, Financial Reporting, Inventory control and Payroll. Exceptional skills in financial reporting, cash management, accounting and record-keeping. Highly motivated team member with excellent communication, presentation and inter-personal skills, always willing to work in challenging and dynamic environment.

## **Carrier Objective:**

I would like to hold a position in finance & accounts that will challenge my abilities and skills thus allowing opportunities for career growth and attainment of the company goal, would like to shoulder and manage more tasks and see them through to perfect completion.

## **Area of Professional Expertise**

- Preparation of monthly, quarterly & yearly financial statements in accordance with accounting rules and reporting directly to Chief Financial Officer/Chief Executive
- Preparing & efficiently managing invoicing and the collection of Receivables and Payments verification of all vendor's bills and prepare for approval.
- Check all Sales Invoices, update sales revenue and manage account receivables.
- Ensuring bank entries are systematically & accurately entered in the system with correct G/L & Cost Code (Daily Bank Reconciliation).
- Prepare quarterly Sales Tax/VAT Return on FBR/FTA portal.
- Supervise proper recording and accuracy of all transactions related to Payroll ensuring compliance with payroll processes with the relevant HR members (WPS).
- Evaluating internal controls, identifying control deficiencies and suggesting appropriate best practices to the management.

## **Professional Experience**

### **SABA PROPERTIES DMCC (Dubai) UAE – 3 Years**

Accountant (March 2017 to July 2020)

### **RUSS MEDIA DMCC (Dubai) UAE – 2 Years**

Accountant (January 2015 to March 2017)

### **Marhaba Laboratories (PVT) Ltd Lahore, Pakistan –(9 years)**

Accountant (September 2005 to December 2014)

## **UAE – 5 Years JOB Responsibilities**

### **Job Responsibilities**

- Supervises, directs, and reviews the work of the accounting staff (like cash reconciliations, Company's Banks account statement

- ▶ Pleasant personality, Decision maker.
- ▶ Work under pressure
- ▶ Highly communication, presentation and inter-personal skills.
- ▶ Challenging and dynamic environment.

#### **Hobbies & Activity:**

- ▶ Health and Fitness
- ▶ Internet usage
- ▶ Books Reading
- ▶ Cricket

#### **Languages Known:**

- ▶ English
- ▶ Urdu/Hindi

#### **Personal Information:**

Name: Shahbaz Khan

Nationality: Pakistani

Driver License : Yes

#### **Accounting Soft ware:**

Tally ERP-9

Peachtree

MIS (In House)

QuickBooks

- reconciliations and accounts receivable, accounts payable transactions.
- Monitoring & controlling overall sales function and monitoring credit control functions.
- Prepare forecasted Cash Budget by considering Cash Inflows and Outflows for Head office as well as group setup.
- Submit monthly, quarterly and annual tax returns to the Federal Board of Revenue / FTA VAT.
- Dealing with Banks for financing as well as for routine matters for smooth management of funds.
- Maintain full charge of all Accounting functions for Company including Cost Accounting, Accounts Payable, Accounts Receivable, General Ledgers, Fixed Assets, Inventory control and Payroll (WPS), HR and Administration.
- Full Cycle Accounting Reports (Financial Statements)
- Preparation of quantities reconciliation of physical stores.
- Coordination with external auditors in planning and finalization phase of audit. Being a part of the auditing process and to provide all the required documents.

#### **Education:**

<p>Master in Business Administration (Accounting &amp; Finance)</p> <ul style="list-style-type: none"> <li>▪ CGPA 2.60/4.00</li> </ul>	<p>Superior Groups of College Lahore – Pakistan.</p> <ul style="list-style-type: none"> <li>▪ Complete in 2008</li> </ul>
<p>Bachelor of Commerce Complete in 2003</p>	<p>International College of Commerce Lahore – Pakistan.</p>

#### **Computer Skills& Abilities:**

- Working in Smart PRO Accounting Software.
- Working experience in house developed integrated MIS/Supply Chain Management System.
- Working experience on Peach Tree & Quick Book Software.
- Great Communication Skills (Fluency in reading, writing, listening, and speaking of English & Urdu/Hindi)
- Strong leadership qualities & Time Management.
- Working experience in MS Office.
- Experienced with scheduling events and appointments with the use of Outlook Calendar.

#### **Visa Status:**

- Visit Visa

*I hereby certify that the above information is true and correct to the best of knowledge and belief.*