

Khuram Ilyas



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Summary

Focused Accounting professional with 7 years of experience maintaining financial records and reviewing account activity. Proven track record of developing accurate spreadsheets and delivering organized reports with **ERP Accounting Software**. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs.

Experience (7 years)

Team Safety Consultant and Training LLC:

I worked in this company as Accountant from November 2021 to 16th July 2022. .

Responsibilities:

1. Preparation of vouchers manually and in accounting software.
2. Update accounts receivable and issue invoices.
3. Update accounts payable.
4. Reconciliation of statements.
5. Assist in HR functions like recruitment of employees, maintain and update record of employees, designing and making salaries, solving queries of employees, engagement of employees and handle exit formalities.
6. Filing, documentation and any other work on Ms- Excel, etc. Like Records and Reports.
7. Assist senior accountants in preparation of monthly or yearly closings.
8. Petty cash management.
9. Any administrative work like maintenance, utilities.

Riaz Arts: (October 2017 - April 2020)

I was working as Accounts Officer in this company. My tasks were:

Skill Highlights

MS Office
Leadership
Complex
Problem Solver
Adaptability
Analytical Skills
Administration
Communication
Time
Management
Team
Collaboration
Multitasking
Organizing
Controlling
Decision Making

1. Generation of Sales and Purchases invoices with proper management of supporting documents.
2. Update customer outstanding and follow up for recoveries.
3. Managing the company petty cash that use to meet daily bases Short expenses.
4. Do payments to the parties by cash or by cheque.
5. Preparation of vouchers like Journal Voucher.
6. Posting these vouchers manually in corresponding Ledgers .
7. Posting these vouchers in to accounting software.
8. Reconciliation of Statements.
9. Filing, documentation and any other work on Ms- Word, Excel, etc. like Records and Reports.

ATS Synthetic (Pvt) Ltd: (October 2016 - September 2017)

I was performing the following tasks in this company as Accounts Executive:

1. Update customer outstanding and follow up for recoveries.
2. Preparation of vouchers like Journal Voucher.
3. Posting these vouchers manually and in software.
4. Deposit receipts in to bank.
5. Reconciliation of statements.
6. Filing and documentation..
7. Prepare the reports in Ms Excel.
8. Handle insurance Matters

Software

Peachtree
Group
Management
Accounting
Software
Sage 50
QuickBooks

Oilco Petroleum (Pvt) Ltd: (November 2015 – April 2016)

I worked as Accounts Executive in this company. Tasks were:

1. Administration work like maintenance.
2. Petty cash management.
3. Prepare vouchers.
4. Prepare Ledgers for follow up and manage recoveries.
5. Prepare Salary sheet for the employees.
6. Filing and Documentation.

Creative Laser Tech: (January 2013 – December 2014)

Languages

English
Urdu
Punjabi

I was working in this company as Accounts Officer. My tasks were:

1. Preparation of Vouchers manually as well as in software.
2. Petty cash management.
3. Deposit receipts in to bank.
4. Reconciliation.
5. Prepare ledgers manually and in MS Excel.
6. Perform HR functions like recruitment of employees, maintain record of employees, making salaries, solving queries of employee, handle exit formalities, etc.
7. Administration work.
8. Maintain Inventory record.
9. Assist senior accountants in preparation of monthly or yearly closings.

Hobbies

Reading
Newspaper
Playing Cricket
Reading Books

Education

Bachelor of Commerce – 2005
University of Punjab, Lahore,
Pakistan.

Certifications

CMA Operational Level 1, 2 and Managerial Level 1
Institute of Cost and Management
Accountants of Pakistan.