

IMRAN KHAN



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Current Location: Dubai, UAE.
Visa Status: UAE Visit Visa Expired on 21st Oct, 2019.

Career Profile

Result oriented and proactive organized accounts professional with over 10 years' experience in services, and manufacturing industries; providing thorough and skillful support to department heads. Strong Understanding of accounting functions, financial reporting and preparation of financial statements in the light of International Financial Reporting Standards and current practices. Track record of achieving targets in given time period, cost management, extensive experience liaising with suppliers, customers and staff supervision.

Core Skills

- Accuracy
- Financial Management
- Relationship Management
- MS Office
- Time Management
- Cost Management
- Handling Pressure
- Emphasizing Excellence
- Team Management & Leadership
- Internal Controls
- Strong Work Ethic
- Communication Skills

Professional Experience

ACCOUNT MANAGER

Ocean Plastic Industry

Organization Type: Manufacturing and supply of packaging products ranging from polyethylene & polypropylene
Tenure: 10/2016 to 11/2018
City, Country: Lahore, Pakistan

Achievements/Tasks:

- Finalizing monthly, half yearly and annual financial statements (statement of financial position, statement of comprehensive income) to specific deadlines in accordance with IFRS & GAAP;
- Managing Trial Balance, maintaining general ledger and accounts on ERP.
- Handle Accounts Receivable (AR), Accounts Payable (AP), General Ledgers (GL), Bank Reconciliation Statements (BRS) and their adequate disclosures in Financial Statements.
- Prepare MIS Reports as per management and finance department requirements.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information;
- Maintain Asset Register with the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets.
- Prepares detailed reports regarding receivables and payables aging, credit worthiness, credit days, assessing credit terms of contract for supplier hunting;
- Oversee the accounts receivables, accounts payables, stores and purchasing department to ensure proper working capital management and conducting internal controls review;
- Setting up monthly meetings with sales and operations to review pipeline projects to grant financial viability and efficiency;
- Initiate and maintain strong relationships with customers and business partners, build and maintain supplier relationships, coordinate with suppliers on quotations and negotiate discounts;
- Leading, developing and supervising the finance team for daily operations with delegation of different tasks;
- Job order costing to make sure each and every aspect of new orders and to control cost of each item.
- Manage payroll team for preparation of salaries.

ACCOUNT MANAGER

Ocean Cables Network

Organization Type: *Providing Services as Largest Fiber Optic Cable Network*
Tenure: 03/2015 to 10/2016
City, Country: *Chakwal, Pakistan*

Achievements/Tasks:

- Prepare, review and finalize financial statements as per IFRS and IAS.
- Liaising with other departments on a range of issues;
- Finalization of accounts, preparing audit summary, analytical review and drafting of management letters.
- Arrange financial audits and reviews as required;
- Conducted Cost analysis, Budgeting and Cash flows;
- Providing management with reports specifying and comparing factors affecting prices and profitability of products or services;
- Supervision of Receipts, Payments, Reconciliations and Procurement.
- Conducting Routine Checks and Ensure Accuracy of Stock.

DEPUTY ACCOUNT MANAGER

Cotton web Pvt Ltd.

Organization Type: *Manufacturer & Exporter of Denim Garments*
Tenure: 07/2006 to 06/2012
City, Country: *Lahore, Pakistan*

Achievements/Tasks:

- Prepare monthly and annual financial statements as per applicable reporting framework.
- Ensure accurate booking of transactions in accounting system through adherence with internal control system.
- Prepare management accounts and various management reports.
- Manage receivables and payables and inventory valuation.
- Reconcile receivable/payable balances with associated undertakings.
- Preparation of Budget and its allocation department wise.
- Account for and keep record of investments of the company.
- Liaison and coordinate with internal and external auditors.
- Liaison with Leasing Companies and handling all Leasing Payments;
- Hands on Experience of Accounting Soft wares
- Conducting Routine Checks and Ensure Accuracy of Stock.

Professional Qualification

ACCA	2013		The Institute of Certified Public Accountants of Cyprus	F1 to F4 Cleared
M.Com.	2005	GPA 3.33	University of the Punjab, Lahore, Pakistan	Finance
B.Com.	2003	% 65	University of the Punjab, Lahore, Pakistan	Commerce
Hotel Administration			Casa College, Nicosia, Cyprus	2012 - 2013

Personal Information

Date of Birth	February 25 th 1983
Passport No:	UF4116342
Nationality:	Pakistani
Marital Status:	Married
Hobbies:	Running, Swimming, Table Tennis, Computing
Languages:	Written and spoken fluency in English and Urdu
References:	To be provided on demand
