



Muhammad Noman Khan

Accounts & Finance

Contact Details

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Professional Summary

Detail-oriented and a proactive accountant having 6 years of prior work experience in different companies ranging from 25 to 500 people. Brilliant at tax management, financial reporting and all functions of accounting but not limited to balance sheets, processing different payments, and managing accounts payable. Dedicated to providing exemplary work and supporting the overall mission of department and the company.

Work Experience

Accounts Manager Jan 2020 – Present

Islamabad Policy Research Institute, Islamabad, Pakistan

- In-charge of all account related matters and direct reporting to the top management.
- Focal person for any internal or external accounts issues.
- Managing all accounts as per the organization's operating policy and specific policies for individual accounts contained in the Byelaws.
- Preparing and presenting annual account of expenditure to the top management.
- Focal person for the quarterly and annual auditing of all the accounts. Audit can be internal and external.
- Ensuring that all the bills/dues have been timely cleared.
- Managing monthly statement of accounts, **balance** sheets, **petty cash** vouchers, bank vouchers, monthly expenditure statements, demand & sanction register, accounts' **minute sheets**, tax fillings, property **ledger** maintenance, **employee pay slips**, reimbursement **claims** and salary **tax** implementation.
- Managing the budget related to external affairs like conferences, seminars, and social gatherings. In charge of payment to honorarium and suppliers.

Assistant Finance Manager

Sep 2019 – Jan 2020

Belfort Security Services (Pvt) Ltd, Islamabad

- Preparing financial and business forms for the purpose of monitoring various accounts.
- Perform financial calculations to create analyses and reports as requested by management.
- Managing specific accounts and collecting their data for financial spreadsheets.
- Reconcile any discrepancies or errors identified by conversing with employees.
- Identifying any suspicion of wrongdoing and dealing it to the proper **Ethics & Compliance** rules.
- Managing employee's payrolls and benefits.

- Assist the Account Officer in creating financial reports on a regular basis

Remittance Transaction Officer

July 2018 – Sep2019

Bank of Punjab, Islamabad

- Salary/ Pension inclusion of government employees in the Bank's specific software.
- Managing inward and outward transactions. Issuance of PO/DD/CDR.
- Coordinating the external audit teams and rectification of their objections.
- Instrument issuance management and Management of home remittances.
- Keeping online payment system efficient and managing the KYC (know your customer) register.
- Recovery of Bank charges for remittances.
- Collection of OBC(outward bill clearing), LBC(local bill clearing), Intercity.

Account Manager Operations

Dec 2016 – Apr2018

MTBC, Rawalpindi

Creating medical bills for a huge portfolio of doctors, clinics and hospitals based in USA. Timely and error free entry of medical bills in the enterprise software. Communicate with insurance companies and clients to ensure timely payment to our clients to optimize the revenue cycle. Provide signoffs and report to immediate supervisor.

Education

Master's in Business Administration (Finance)

2012-2015

Federal University Islamabad

B. Com (Commerce)

2009-2011

University of Punjab, Lahore

High School Certificate

2007-2009

Rawalpindi