



Usman Khan

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CAREER OBJECTIVE:

To secure a challenging and rewarding position as an accountant, utilizing my strong analytical skills, attention to detail, and expertise in financial management, I aim to contribute to the success of the organization by effectively managing financial operations, providing accurate financial reports, and implementing efficient accounting strategies. Through continuous learning and professional development, I strive to excel in my role and make a valuable contribution to the growth and success of the company.

PROFESSIONAL EXPERIENCE:

Accountant (September, 2020 to June, 2023)

The Distributor of FrieslandCampina Engro Pakistan Limited, Pakistan (Naseer Khan Traders)

I have been working as an accountant and cash handler in the dairy distribution sector, specifically for Olpers Milk, for the past three years. Throughout my tenure, I have gained valuable experience in managing financial transactions, reconciling accounts, and maintaining accurate records. This detailed account of my experience will highlight my roles, responsibilities, and accomplishments in this position.

Responsibilities and Duties:

Financial Management:

- Overseeing financial operations and maintaining accurate financial records.
- Tracking and recording all cash transactions, including sales, receipts, and expenses.
- Conducting daily cash reconciliation to ensure accurate accounting and minimize discrepancies.
- Preparing and analyzing financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- Collaborating with the finance team to ensure compliance with financial regulations and company policies.

Cash Handling:

- Receiving and verifying cash from sales representatives and customers.
- Counting and recording cash accurately, ensuring all transactions are properly documented.
- Managing and maintaining cash registers and petty cash funds.
- Ensuring the security of cash by following established protocols and implementing appropriate control measures.
- Preparing cash deposits and coordinating with the bank for timely depositing of funds.

Account Reconciliation:

- Reconciling financial discrepancies by investigating and resolving any issues.
- Comparing sales and cash receipts with recorded amounts to ensure accuracy.
- Identifying and addressing any discrepancies or errors in a timely manner.
- Collaborating with other departments, such as sales and procurement, to resolve any discrepancies related to cash transactions.

Reporting and Documentation:

- Preparing financial reports on a regular basis, including daily, weekly, and monthly reports.
- Presenting financial data and reports to management, highlighting key findings and suggesting improvements.
- Maintaining proper documentation of financial records, invoices, and receipts.
- Assisting with audits and providing necessary documentation and explanations as required.

COMPUTER SKILLS:

- Diploma in Information Technology
- Microsoft Office 2016

ACADEMIC PROJECTS:**Bachelor of Business Administration**

- 2015-2019
- Abdul Wali Khan University Mardan, Pakistan.

BA General

- 2017-2020
- Allama Iqbal Open University Islamabad, Pakistan.

FSc (Pre-Engineering)

- 2013-2015
- BISE Mardan, Khyber Pakhtunkhwa, Pakistan.

Secondary School Certificate

- 2011-2013
- BISE Mardan, Khyber Pakhtunkhwa, Pakistan.

LANGUAGE PROFICIENCY:

- English-(Fluent), Urdu-(Fluent)

PERSONAL DETAIL:

Name: Usman Khan

Father's Name: Shamshad Malook

Visa Status: Visit Visa (21-Sep-2023)

Nationality: Pakistani

REFERENCES:

- References can be provided upon request.