

Anayat Khan

Accounts|Admin|Operations

Abu Dhabi

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Dedicated professional with 4 years of accomplished experience in accounts administration and operations. Aiming to leverage comprehensive financial expertise to drive strategic growth.

Work Experience

Accounts Officer

Work Generations Pvt Ltd - Rawalpindi

July 2019 to Present

- Successfully implemented QuickBooks for streamlined financial management, resulting in improved accuracy and efficiency.
- Negotiated vendor and client contracts, to achieve cost savings.
- Implemented a system for timely updating of payables and receivables, providing senior management with real-time financial data.
- Led financial audits, resulting in zero discrepancies and ensuring compliance with industry standards.
- Improved cash flow management by optimizing bank deposits and payments.
- Developed a monthly receivables report and forecasting system, aiding in proactive financial decision-making.

Admin and Operations Officer (Consultation Basis)

Nexus 95 Pvt Ltd - Rawalpindi

March 2022 to February 2023

- Managed administrative tasks and office operations, ensuring seamless workflow.
- Successfully processed expenses and invoices, maintaining financial accuracy.
- Acted as a liaison between the executive team and operational teams, facilitating alignment with strategic objectives.

Education

Chartered Management Accountant in Management Accounting

ICMA International - Islamabad

March 2023 to Present

Master's of Commerce in Finance

Quaid A Azam University Islamabad

2022

Bachelor's of Commerce in Commerce

Quaid A Azam University Islamabad

2019

Skills

- Financial Analysis (4 years)
- Financial Reporting (4 years)
- QuickBooks (4 years)
- XERO (4 years)
- Peachtree (4 years)
- Office 365 suite (4 years)
- Financial Statement Preparation (4 years)
- BookKeeping (4 years)
- Office Management (4 years)

Links

<https://www.linkedin.com/in/anayat>