



Name: **M. Nazim Saleem Khan**  
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#### Technical Competencies:

- Value Added Tax
- Tally Prime
- Quick Book
- Biz Core ERP
- MS Excel
- Power BI

#### Accounting Standards

- IFRS
- GAAP

#### Soft Skills:

- Hardworking
- Strong Analytical Skills
- Time Management
- Team Work
- Problem Solving
- Communication

#### Academic Qualification:

- Bachelor in Commerce from University of Karachi

#### Professional Qualification

- Certified Accounting Technician –CAT Level I Cleared
- VAT Certification
- Power BI Certification

#### URL:

- [www.linkedin.com/in/nazim-khan-93152010b](https://www.linkedin.com/in/nazim-khan-93152010b)
- <https://mavenanalytics.io/profile/Nazim-Khan/178621399>

## ACCOUNTANT

- As an Accounting and Finance Professional, I have good knowledge of preparing quarterly financial report, ledger closing, experience with preparation of **Balance sheet** and **P&L statements**.
- Knowledge of **Accounts Receivable** and **Accounts Payable** management.
- Good understanding of **Financial Reporting**.
- Good understanding of **IFRS** and **GAAP**.
- Knowledge of **UAE VAT Law**.
- Experienced with **Inventory management** in terms of receiving, managing, conducting reconciliation for proper accounting to minimize variances.
- Understanding of complex accounting procedures plus knowledge of general and cost accounting practice.
- Good knowledge of **Accounting Software**.

### Professional Experience

#### **Sindh Industrial Trading Estate Limited (Bizcore ERP) 01/2012 -30/2023**

- Participation in Preparation of Financial Reporting
  - Profit and Loss Statement
  - Balance sheet
  - Cash Flow
  - Gained knowledge of presentation of Financial Reporting by following IFRS
- Managing Accounts Receivable:
  - Track all money received and prepare deposits
  - Maintaining Subsidiary Accounts
  - Develop reports to detail aging and past due accounts for senior management
  - Analyze accounts to discover discrepancies and resolve all variance promptly
  - *Managed a team of seven accounts assistants and interns to ensure all deadlines were met on time.*
- Managing Accounts Payable:
  - Make sure all bills are paid in an efficient and timely manner
  - Verifying and reconciling invoices, monitoring expenses
  - Suppliers' reconciliation and suppliers' payment follow up
  - Keeping a record of it all for tax purposes
  - Maintain Subsidiary Accounts
  - Discussed with suppliers successfully to gain time and discounts
- Inventory Management
  - Aging Stock Report, monthly reporting to management for discussion
  - Weekly visit to sites to verify Samples
  - Inventory write off discussion by following company procedures.
- Bank Reconciliation
  - Discovered errors and discrepancies and resolved them timely.
- Preparation of Trial Balance,
- Fixed Asset Register
  - recording the cost of newly-acquired fixed assets (both tangible and intangible)
  - tracking existing fixed assets and recording depreciation
  - accounting for the disposition of fixed assets.
- Participation in Budgeting
  - Met with the senior management to discuss their individual budgets and was able to reduce overall business expenditure
- Participation in Internal Audit
- Payroll
  - Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates. Prepares and maintains accurate records and reports of payroll transactions. Ensures compliance with federal, state, and local payroll, wage laws and best practices.
  - Made payroll accurate and on time