

Naeem Khan
ACCA (Part-qualified)



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Address: Dubai, United Arab Emirates
Visa Status: Permanent visa

SUMMARY

Why Naeem Khan? Accountant with a strong track record of accomplishments who has managed teams, created budgets, and reported finances for more than six years. demonstrable experience implementing automation and simplification to increase process efficiency. Proficient in both oral and written communication, with a background in team leadership and office administration. I work well in fast-paced settings and welcome new challenges. I'm looking for an accounting and Finance position at a respectable company where I can use my skills and background to produce amazing work and propel business growth.

WORK EXPERIENCE

Pakistan Biological Safety Association. – *Accounts and Admin officer* (Feb 2021 to May 2024)

My job description was as follows:

- Presented at senior management meetings and focused on providing excellent customer experience.
- Drove direct operating cost reconciliation, analysis, and expenditure.
- Implemented process efficiency improvements through simplification and automation.
- Owned all training and development needs for payment team, including supporting creation of development plans, involvement in succession planning process, and management of underperformers.
- Accountable for invoice reconciliation controls, preventing duplicate payments, mitigating fraud risk, and ensuring regulatory requirements met (e.g., tax compliance).
- Worked with Senior Management to monitor progress of long-term AP objectives and projects.
- Timely delivered ad-hoc reporting/MIS types of requests.
- Supported T&I relationship with regard to any broad system or interface changes impacting daily operations.
- Built and maintained relationships with vendors, suppliers, and business partners.
- Managed accounting functions, maintaining direct operating cost month-end closing reports, accrual, reconciliation, and expense reporting.
- Managed invoice reconciliation, payment, and reporting, ensuring timely and accurate financial records.
- Led office staff, assigning duties and tasks to ensure smooth operations.
- Analyzed financial data, prepared budgets, and performed financial forecasting.
- Performed month-end close processes, ensuring proper financial records and compliance with regulatory requirements.
- Prepared and reviewed financial statements, including balance sheets, income statements, and cash flow statements.
- Managed payroll, accounts payable, and accounts receivable.
- Coordinated with vendors, suppliers, and business partners to ensure timely payments and reconcilements.

Neutro pharmaceutical Pvt. Ltd.– *Accountant*

(July 2018 to January 2020)

Main Responsibilities:

- Collating, checking, and analyzing spreadsheet data, examining company accounts, and financial control systems, and checking that financial reports and records are accurate and reliable.

- Posting & Verification of all Accounting Transactions.
- Posting Purchase and Sales Orders, Invoices and GDs.
- Preparing monthly reports including balance sheet, income statement, cash flows forecasting reconciling fixed assets, and generating ad hoc reports and reporting to the management.
- Performing month-end close processes, timely and accurately, ensuring proper financial records.
- Analysis of Debtors and Creditors Accounts.
- Financial Reporting (Cash Flows, Profit & Loss and Balance Sheet Statements)
- Checking & Verification of all Accounting Transactions (Accounting Software Entries, Vouchers and Reports etc.)
- Payroll Generation (Monthly Salaries, Overtime, Bonus and Other Allowances)
- Accounts Preparation for Tax Department.
- Maintain open communication with management and audit committee, prepare audit findings memorandum, and Conduct follow-up audits to monitor management's intervention.
- Protects assets by ensuring compliance with internal control procedures and regulations, ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation, and also verifies assets and liabilities by comparing items to documentation.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and content, and participating in professional societies.
- Supporting the accounting and auditing teams in their daily functions with strong research and analytical skills & advanced knowledge of accounting and auditing procedures.
- Ensuring procedures, policies, legislation, and regulations are correctly followed and complied with.
- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability, and compliance with all applicable directives and regulations
- Determine internal audit scope and develop annual plans & obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts, etc.

Summit Pvt. Ltd. – Assistant account Manager

(February 2017 – March 2018)

Key responsibilities included:

- Financial Reporting (Cash Flows, Profit & Loss and Balance Sheet Statements)
- Checking & Verification of all Accounting Transactions (Accounting Software Entries, Vouchers and Reports etc.)
- Handle to Bank Matters (Clearing, Pay Orders and Bank Discrepancies).
- Payroll Generation (Monthly Salaries, Overtime, Bonus and Other Allowances)
- Manage Office Staff Activities, Assigning Duties & Tasks.
- Accounts Preparation for Tax Department.
- Accomplishments
- Improve Internal Control
- Timely, accurate information
- E.R.P. Implementation
- Formulation and Implementation of accounting policies & procedures.

EDUCATION

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| • ACCA (Part-Qualified) Affiliated United Kingdom (UK) | 2016 |
| • BA (Arts) University of Peshawar | 2016 |
| • FSc (Pre-med) BISE Swat | 2012 |

CERTIFICATIONS/ACHIEVEMENTS

- Certificate in Xero Account Software.
- Certificate in Quick Book Account Software.
- Certificate in MS word.
- Certificate of the best employee of the month.
- Certificate of the best employee of the year.

PERSONAL ATTRIBUTES / SKILLS

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|---|--|---|
| • Accounting and Administration | • Direct Operating Cost Reconciliation | • Matters Handling |
| • Leadership and Team Management | • Process Simplification and Automation | • Product Costing |
| • Process Efficiency and Automation | • Training and Development | • Accounts Reconciliations and Provisions |
| • Communication and Presentation | • Invoice Reconciliation Controls | • Good Customer Coordination |
| • Financial Analysis and Budgeting | • Fraud Risk Mitigation | • Effective Office and Team Management |
| • Accounting Software (Xero, QuickBooks) | • Regulatory Compliance | • Assist in E.R.P Implementation |
| • Payroll Management | • Ad-hoc Reporting | • Reporting and Overall Accounts Management |
| • Accounts Payable and Receivable | • System Integration | • Documents Filing |
| • Internal Control and Compliance | • Vendor and Supplier Relationship Management | • Proficient in MS office. |
| • Budget Preparation and Financial Planning | • Profound Knowledge of Accounting and administration. | • Bookkeeping Services |
| • Customer Experience | • Month-end closing | • Financial Services |
| | • General Ledger Analysis | • Accounting Services |
| | | • Advisory Services |
| | | • Costing Services |

PERSONAL INFORMATION

<u>Marital Status:</u>	Married
<u>Languages:</u>	English, Urdu, Pashto
<u>Father Name:</u>	Aman Khan
<u>Date of Birth:</u>	March13, 1992