

ASIF KHAN

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Profile

Senior Accountant having more than 12 years of experience in the field of accounts and finance. Highly motivated professional with proven track record of delivering accurate reports and high-quality service.

Education

Certificate/Degree	Board /University	Marks/CGPA
◆ Master in Commerce	(Peshawar University Pakistan)	3.5
◆ Bachelor in Commerce(Hons)	(Peshawar University Pakistan)	530/700
◆ Bachelor in Commerce	(Peshawar University Pakistan)	831/1400
◆ Diploma in Commerce	(Technical Board Peshawar Pak)	834/1400
◆ S.S.C	(BISE Peshawar Pakistan)	558/850

Employment History

- Worked as Accountant in Options Engineering Consultancies Dubai, UAE from May 2014 to April 2024.
- Worked as Accountant General in Al-Tawi Ready Mix Jeddah, Saudi Arabia from October 2012 to April 2014.
- Worked as Lecturer under NIP Program in Govt. College of Commerce No.2 Mardan, Pakistan from May 2010 to May 2011.
- Worked as Accounts Officer in Nascom Construction Pvt Ltd Islamabad, Pakistan from Jan 2008 to April 2010.

Duties & Responsibilities

- Reporting to Executive Manager about Daily Financial Activities.
- Receive Checks against Invoices and Deposit in Company Bank Account.
- Filing Company VAT Returns and Payments to FTA.
- Prepare Journal Vouchers and review revenue, expense, assets, liabilities and other accounting documents.
- Reviews all Invoices, Receipts, and Payment Vouchers & Supplier Documentations.
- Manage Cash in Hand & Review Cash and Bank Reports.
- Employee's payroll and transfer through WPS.
- Reconciliation of the company bank account with the bank statement.
- Prepare and review a pay roll accounting, leave salary, gratuity, and other employee's benefits calculation as per the UAE Labor Law.
- Prepare periodical financial statements such as Trial Balance, Profit & Loss Account, Balance Sheet, and any other reports as per the instructions from the management.
- Prepare and then follow up on any Sales Quotations or Invoices made for clients, negotiating terms with the client at a cost best suited for them.
- Answer customer queries and issues in timely and accurate manner.
- Maintain existing filing system and assist in sorting and filing appropriate paperwork in designated files.
- Ensure that all incoming and outgoing documents are properly controlled and up to date.
- Analysis of workers attendance to deliver accurate payouts.

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- Creating new salary accounts with the bank for newly joined employees.
 - Handling the PRO activities like Work Permit, Entry Permit, Visa Cancellation, Cancel Quota, Make New Quota and Renewal of Company License.
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Skills

- ◆ Quick Books
 - ◆ Taxation
 - ◆ Communication
 - ◆ Microsoft Office
 - ◆ Financial Reporting
 - ◆ Budgeting and Forecasting
 - ◆ Auditing
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Personal Details

Father's Name:	Gul Bahadar
Marital status:	Married
Sex:	Male
Iqama status.	(Transferable)
Passport No.	CA4118203
Date of Birth:	14-03-1985
Nationality:	Pakistani
Languages:	English, Arabic, Urdu
