

YASIN KHAN

Father's Name: Gull Akbar

D.O.B: 15th Aug 1992

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Nationality: Pakistani

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Marital Status: Married

Address: House No 305-E Street No 14, Sector 2, Khayaban e Sir Syed Rawalpindi.



Professional Summary:

Master degree in finance having worked as a Associate Finance & Accounts, for the last eight years at a reputable organization, I have successfully managed complex fund management and implemented efficient processes that have resulted in significant cost savings for the organization, my ability to not only analyze financial data but also having a strong understanding of financial information, which enables me to identify potential risks and opportunities for the company. Additionally, my exceptional attention to detail and strong problem-solving skills have allowed me to consistently deliver accurate and timely financial reports.

Key Expertise:

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| <ul style="list-style-type: none">• Accounts Receivable/Payable• Fund Management• Bank Reconciliation• Supplier invoicing• Inventory Management | <ul style="list-style-type: none">• Taxation & Compliance• Treasury Management• Borrowing & Running Finance Facility• Relationship Management with banks & Suppliers.• Regulatory & Compliance Reporting |
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Company: CSD Head Office Rawalpindi.

Position: Associate Finance & Accounts.

Dates: December 2016 to Date.

Job: Responsibility.

- Preparing fund position statement of the company for fund utilizations and minimize finance cost.
- Preparing manual and digital payments for Inter/external Bank fund transfer IBFT, LFT, RTGS.
- Coordination with Bank on RF/loan Facility and prepare renewal document such as BBFS/LAF/LOC.
- Manage monthly reconciliations for multiple accounts including bank accounts, credit card, POS.
- Corresponding with bank in respect to long-term and short-term borrowing and disbursement.
- Monitoring cash flow statement of the company to maintain liquidity optimise working capital
- Mark-up calculation of the borrowing facility on quarterly basis/TDR Renewal.
- Reviews all invoices for appropriate documentation and approval before payment.
- Make ensure the timely payments to supplier according to ageing report.
- Review daily payments proposal & match payment backup with ageing report to vendors.
- Preparing and maintaining cheques signing report sheet of the company on daily basis.
- Supervise receipts and payment reports sheets of the company on daily basis.
- Perform bookkeeping duties such as maintaining general ledger accounts journals entries and ensuring compliance with accounting standards.
- Prepare and review accurate tax return including income tax and WHT tax in compliance with laws.
- Checking active, inactive, filer, non-filer status in FBR portal of all vendor for WHT purpose.
- Depositing of POS pool fund to FBR on monthly basis & Provide CPR to vendors.
- Prepare Sale and Stock Report of the Company.
- Correspondence with the zones for account opening / account closing.
- Handling and resolving financial queries from the internal external.
- Coordinate internal & external auditor to provide necessary documentation & resolving audit queries.
- Maintain accurate records of tax filing payment receipts and compliance report for audit inspection.

Qualifications:

- Master Degree in Finance (Federal Urdu University Islamabad Pakistan)
- Bachelors in Commerce (University of Punjab Pakistan)
- Intermediate in Commerce (Rawalpindi Board Pakistan)
- Matriculation: (Rawalpindi Board Pakistan)

Diploma and Courses :

- Computer Hardware and Networking: The Rising College.
(Six Month)
- Computer Certified Application: Government Institute of information Technology
(Three Month)
- Quick Book Digi Skills Training Program
(Three Month)
- Financial Accounting Fundamentals: Course University of Virginia
(Two Month)

Skills & Interest:

- Hand on experience of ERP Base Software.
- Proficiency with accounting software such as (GBMS, FAS, RMS)
- Proficiency in Microsoft Office especially (Word, Excel, PowerPoint)
- Excellent communication skills, both verbal and written.
- Ability to work independently as well as part of a team.
- Good time management and organizational skills.
- Capable of carrying out multiple tasks at time in efficient manner.

Reference:

- Shall be furnished upon demand