

SUBHAN ILYAS

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ACCOUNTANT

Accountant with 4 years of experience reconciling accounts, preparing financial statements, and analyzing data. Skilled in balancing bank statements, posting journal entries, taxation and bank reconciliations. I established systems that monitored Cash flow by reconciling the invoices of vendors with the general ledger every day for the months. Prepared invoices, cheques, electronic, and credit card payments to customers weekly for four years.

PROFESSIONAL EXPERIENCE

Accountant | 08/2023 – Present **Kohinoor Textile Mills, Rawalpindi.**

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Prepare tax provisions schedules, returns, payments, reports and maintain a company's tax database.

Tools & Software: Oracle, MS Office, Excel

Technical Skills: Invoicing, Journal Entries, Taxation

Assistant Accountant | 12/2019 – 12/2020 **Brands Mall, Rawalpindi.**

- Maintains accounting controls by preparing and recommending policies and procedures.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintains financial security by following internal controls.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Tools & Software: QuickBooks, Excel

Technical Skills: Bookkeeping, Budgeting, Taxation

Office Assistant/ Administrator **| 08/2017 – 08/2019 EFA School** **System, Rawalpindi.**

- Manage budgets, logistics and events or meetings.
- Handle scheduling, record-keeping and reporting.
- Ensure the school complies with relevant laws and regulations.

- Develop and run educational programs.
- Hire, train and advice staff. Communicate with parents, regulatory bodies and the public.

Tools & Software: MS Office, Bookkeeping

EDUCATION & CREDENTIALS

Master of Commerce (M.COM) – Riphah International University, Islamabad.

Bachelor of Commerce (B.COM) – University of Punjab, Lahore.

SKILLS

Bookkeeping | Budgeting | Journal Entries | Taxation | Invoicing | Bank Reconciliation | Financial Reporting | International Financial Reporting Standards (IFRS) |