

Raja Arslan Khan

Assistant Manager Accounts, Institute of Policy Studies

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Summary

Highly motivated Gold Medalist in BS Management Sciences and MBA with extensive experience in accounting, finance, and administration. Proficient in Oracle ERP, Power BI, QuickBooks, and advanced MS Excel, with a strong track record in payroll management, bank reconciliation, invoicing, and vendor coordination. Proven leadership and contributions across organizations such as IPS, SABROSO, KESCO Ltd, The Smart School, and REMS IT Solutions. Committed to continuous learning and driving success in dynamic finance roles.

Experience

Finance Academic Writer (Remote Job)

REMS IT Solutions LLC (USA), USA

From Nov 2024 – Present)

- Specialized in assisting with finance assignments and exam preparation
- Proficient in research and data analysis
- Skilled in delivering accurate, plagiarism-free content
- Experienced in meeting deadlines consistently
- Adept at adhering to academic guidelines

Assistant Manager Accounts

Institute of Policy Studies (IPS), Islamabad

JULY 2022– JUNE 2025

- Manage monthly payroll for employees
- Maintain weekly cash book and bank book
- Perform monthly bank reconciliation
- Handle quarterly Withholding Tax (WHT) calculations
- Verify payments and invoices
- Conduct bookkeeping for accurate financial records
- Oversee billing processes
- Manage petty cash disbursement to employees

Assistant Account Officer

SABROSO (Frozen Food Industry), Islamabad

AUG 2021 – JULY 2022

- Handled bank receiving vouchers
- Processed invoices and payments
- Managed petty cash and imprest accounts
- Prepared recovery reports
- Recorded journal vouchers

Account officer

Kashmir Engineering Services and Company , Islamabad

JAN 2018 – FEB 2021

- Managed accounts for the SFD project
- Maintained vendor details for the King Abdullah University project
- Performed clerical tasks for tenders
- Represented KESCO at the 2019 Defense Exhibition
- Created the company profile for KESCO
- Assisted in the transition to KESCO's Smart School Franchise

Education

- Master in Business Administration (MBA) Finance , Riphah International University , Islamabad, 2024 – 2025
- BS Management Sciences (BSMS), Riphah International University , Islamabad, 2020-2022
- Bachelor in Commerce (B. Com), UNIVERSITY OF THE PUNJAB, Lahore, 2017-2019

Skills

- Experienced in income tax filing and withholding tax filing, with a solid understanding of withholding tax rates and deductions.
- Proficient in company registration with the SECP
- Financial Accounting & Reporting
- Payroll, Tax & Compliance
- Oracle ERP & Advanced Excel
- Bank Reconciliation & Cash Management
- Effective use of AI tools to enhance data accuracy,

Achievements

- Gold Medalist in MBA – RIPHAH INTERNATIONAL UNIVERSITY
- Gold Medalist in BSMS – RIPHAH INTERNATIONAL UNIVERSITY

Languages

- English
- Urdu

Projects

Saudi Funded Project (King Abdullah University AJK)

- Maintained accurate records of employee payments and payroll calculations.
- Monitored project expenses and ensured proper documentation for financial reporting.
- Handled bookkeeping entries to track project financial transactions.
- Prepared reports to support project budget management and compliance.

- Skills Demonstrated: Payroll management, bookkeeping, financial tracking, Excel proficiency, attention to detail.

Software

- Excel (Advance)
- Oracle
- Power Bi
- Quick Books
- Slack
- Monday.com