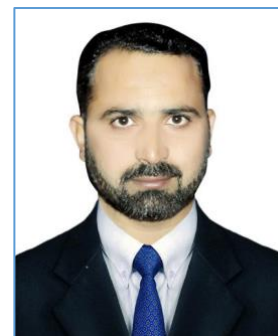


**Muhammad Fawad Khan**

**Contact: +971 58 1210988**

**Email: [khan.fawad640@gmail.com](mailto:khan.fawad640@gmail.com)**



### **CAREER OBJECTIVE:**

Seeking a challenging position as a Senior Accountant with a successful company offering exceptional career growth opportunities where I can utilize my financial analysis, financial accounting, financial reporting and cash flow management.

### **CAREER SKILL:**

VAT filing	Account payable	Budgeting
Charts of Accounts	Bank reconciliation	Operational Audits
Accounts receivable	GL Accounting	Partnership Accounting
Cash Flow Management	Variance analysis	VAT & Taxation

### **PROFESSIONAL WORK EXPERIENCE**

#### **Tanveer Associates (Real Estate and consultants)**

Tenure: Feb 2022– to – November 2022

Designations: Senior Accountant

Responsibilities:

- Monthly closing and preparation of monthly financial statements
- Reconcile and maintain balance sheet accounts
- Administer Accounts receivable and Account Payable
- Assist with payroll administration
- Monitor and resolve bank issues including fee anomalies and bank reconciliation statement
- Petty cash management
- Supervision of disbursement and collection

#### **EII GROUP (City properties real estate) (Sharjah, UAE)**

Tenure: April 2019 – to – April 2021

Designations: Accountant

Responsibilities:

- Verification of all payments recorded by cashier
- Bank reconciliation statements.
- Reconciliation of Petty cash issued to different departments.
- Transferring unearned revenue to earned revenue and passing related JVs and generate Tax invoices.
- VAT filing as per UAE Tax law for company and for landlords
- Arrangements of funds for bank loan installments
- Intercompany reconciliation
- Closing intermediate accounts and generating management fees to the landlords
- Ensure that necessary books of accounts compare with exchange bank statements.
- Prepare Bank payment vouchers, receipt vouchers, journal vouchers, and finalization of accounts up to Trail Balance.

#### **Organization: Royal star technical services LLC. (Dubai, UAE)**

Tenure: 01 Dec 2016 – to – February 2019

Designations: Accountant

Responsibilities:

- Prepare asset, liability and Capital account entries by compiling and analyzing account information.
- Responsible to prepare necessary journal entries, cash trial and bank reconciliation statements.
- Responsible to accountability of administrative and accounting procedure, budgeting, cash flow, internal control, monitoring and preservation of the company asset.
- Prepare Bank payment vouchers, receipt vouchers, journal vouchers.
- Prepare payroll and make remittances including salary forwarding.
- Maintaining Petty Cash

**Organization: SVA RUBA Plastic injection molding company (Pvt) Ltd. (Pakistan)**

Tenure: 01 September 2014 – to – 31 July 2016

Designations: Account officer

Responsibilities:

- Prepare journal entries
- Complete general ledger operations
- Monthly closing and preparation of monthly financial statements
- Reconcile and maintain balance sheet accounts
- Administer Accounts receivable and Account Payable
- Assist with payroll administration
- Monitor and resolve bank issues including fee anomalies and check differences
- Petty cash handling
- Supervision of disbursement and collection.

**Organization: SMM and Co (Chartered Accountants) (Pakistan)**

Tenure: January 2014 to June 2014

Designation: Internship

Responsibilities:

- Involved in stock taking, internal audit, financial audit, project audit, statutory audit of MNCs, Trading, Services and NGOs
- Preparation of draft audit reports, audit proposals and management report addressing.
- Assist in Tax working and preparation of final accounts of companies and NGOs.
- Conduct audit of **RMI** (Rahman Medical institute), **PDA** (Peshawar Development authority), **RMT** (Regi Model Town), **CDO** (Community development organization) & **PIPORT**

**Organization: Relacom Pvt Ltd (Pakistan)**

- Internship from November 2010 to February 2011 in finance department.

**EDUCATION QUALIFICATION:**

- |                               |   |      |
|-------------------------------|---|------|
| • M.Sc.(Accounting & Finance) | The University of Lahore Islamabad campus | 2013 |
| • B.Com                       | The University of Peshawar                | 2010 |

**Technology Skills:**

- |              |               |
|--------------|---------------|
| • Oracle ERP | Advance excel |
| • Tally ERP  | QuickBooks    |
| • Peachtree  | Xero          |

**COMMUNICATION AND INTERPERSONAL SKILLS:**

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
  - Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
  - Confidently able to work independently or in a team to deal effectively with educators & employees.
  - Flair to organize & prioritize tasks to meet deadlines.
- Have a good level command over English, Hindi and Urdu Languages.

**PERSONAL INFORMATION:**

Father's Name : Jehangir khan

Date of Birth : 20-02-1989

Nationality : Pakistani

Passport No. : WX4126242

Religion : Islam

Visa status : Visit visa valid till 28<sup>th</sup> Feb 2023.

~ References Available Upon Request ~