

# CURRICULUM VITAE

**SHAHZAD ALI KHAN**

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## Overview

*Energetic Professional with more than 13 years of experience, excellent as In Accounts (Payable & Receivable & Audits and Payroll) with highly capabilities, Exceptional interpersonal capabilities and time/task management skills. I have worked in different disciplines (Accounts & Audits and Office Administration). I have excellent Communication skills in English & and Arabic & Urdu.*

## Career Objectives

*A full-time position in a well reputed organization where I can demonstrate my skills & Experience with loyalty, dedication and hardworking, and contribute to the development and Expansion of company with ability to lead.*

## Personal Information

<b>Nationality:</b>	<b>Pakistani</b>
<b>CPR NO: / Driving License</b>	<b>880251018</b>
<b>Date of Birth:</b>	<b>28/02/1988</b>
<b>Sex:</b>	<b>Male</b>
<b>Religion:</b>	<b>Islam</b>
<b>Marital Status:</b>	<b>Married</b>
<b>Passport No:</b>	<b>RD 4121602</b>

## Academic Credentials:

### **MASTER**

**2011 Master of Business Administration (MBA Finance)**  
University of Science & Technology, Bannu (Khyber Pakhtunkhwa), Pakistan.

### **GRADUATION**

**2008 Bachelor in Commerce (B. Com Accounting)**  
University of Science & Technology, Bannu (Khyber Pakhtunkhwa) – Pakistan.

### **INTERMEDIATE**

**2006 Intermediate of Commerce (D. Com Accounting)**  
Technical Board of Secondary Education Khyber Pakhtunkhwa – Pakistan.

### **METRIC**

**2004 Secondary School Certificate (Science)**  
Govt. High School, No: 2, Bannu, (Khyber Pakhtunkhwa) – Pakistan.

### **Computer Skill:**

**Diploma Information Technology (DIT) Technical Board Peshawar (Khyber Pakhtunkhwa)**

### 1: Previous Work Experience in Bahrain

**Company:** AL MEER GROUP (AL MUNTAZAH Market) Kingdom of Bahrain.

**Position:** Data Control Section & Internal Auditor and Assistant Account

### 02: Currently Work Experience in Bahrain

**Currently Working Company:** Smart Sky Line Contracting WLL

**Position:** Accountant

#### Work Experience

1. To prepare cash voucher (Payment/Receipt) of all daily/petty expenses and advances for petty purchases.
2. To Verify, allocate post and reconcile transactions.
3. To Produce error-free accounting reports and present their results.
4. Direct internal and external audits to ensure compliance.
5. To prepare Monthly/Yearly cash flow movement report.
6. To maintain daily reconcile the manual cash balance with the any software.
7. To prepare and process electronic transfers and payments.
8. To prepare monthly bank reconciliation statement.
9. Match purchase orders to invoices and enter invoices in to computer.
10. Pay vendors by monitoring discount opportunities, and preparing cheque,
11. receiving & verifying expense reports. Preparing bank Cheques.
12. Maintain accounting ledgers by verifying and posting account transactions.
13. Verify vendor accounts by reconciling monthly statements. Enter new or updates
14. To prepare monthly cheques found transfer to Ex sister companies.
15. To Prepare Bank vouchers (Receipt/Payment).
16. Arranging Travel, EWA payments.
17. To prepare Employees' Salaries, Overtime, Commission & Advances.

#### **Technical Skills:**

- **Office Application:** Tally EPR- 9 & Any Software Payroll Sets.
- **Microsoft Products:** MS Word, MS Excel, MS PowerPoint, Outlook.

### 3: Work Experience Pakistan

**Company:** Khan Trader (Distribution of Nestle) Pakistan

**Position:** Accountant

**Project:** Distribution of Nestle Company, Bannu (KPK) Pakistan

#### Duties and Responsibilities:

1. To assist the Manager Accounts to implement the rules and policies.
2. To handle the cash in absence of general Manager.
3. To keep daily cash disbursement record.
4. Providing accounting support.
5. Reconciling finance accounts
6. Checking employee commission payments.
7. Controlling credit.
8. Working with purchase ledgers
9. Handling stock returns and journal postings.

**Shahzad Ali Khan**

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