

Muhammad Farooq Khan

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Personal Statement:

A customer-oriented, bilingual, ACCA affiliate with a vast experience in Accounting and Finance departments of multifarious industries with core expertise in handling company ERP systems (G-Tech, SAP), Financial reporting, Internal controls compliance and data entry.

Skills and Awards

- Microsoft Excel, PowerBI (advanced)
- Multiple ERP systems such as SAP, G-Tech
- Financial Reporting
- Analytical skills
- Star performer of the month (TRG Quality Assurance) March 2009
- Commended by CEO of the company for dedicated performance June 2011
- Employee of the month (Telenor Operations) August 2009
- Dependability Award Bronze (CRD Telenor) December 2008
- Jointly received Client Achievement Award for A-Bay Program (CRD Telenor) December 2012

Education

Oxford Brookes University (UK) – Karachi **October 2015 to December 2018**
BSc (Hons) in Applied Accounting

Abeel Schools of Accountancy Karachi **October 2008 to September 2015**
ACCA

University of Karachi **December 2013**
MA in Economics **June 2006**
B.com

Work Experience

Cambridge Garment Industries (Pvt.) Ltd. – Karachi **August 2020 to October 2020**
Assistant Manager Finance - Costing and Budgeting

- Recorded Online Sales and Payment booking in ERP (G.Tech) and closely monitored accounts receivable
- Perform reconciliation of orders with respect to courier companion's delivery status and knocking off orders accordingly
- Provide supporting documents to banks to proof the delivery or refund related to disputed amount.
- Perform Bank payment reconciliation of orders whose payment were received but not reflected in shoppify
- Daily online payment verification via portal (i:e HBP, Safepay) and cancellation of orders without payment.

Sania Maskatia (Su & Co) – Karachi **October 2019 to July 2020**
Assistant Manager Finance

- Computed payable ageing analysis and maintained fixed asset register for installation of new machinery.
- Reviewed monthly bank reconciliation and checked whether all reconciling items are identified and accounted for.
- Ensured compliance with internal controls in payment cycle
- Review creditors and accrued and other liabilities for its accurateness and completeness. Review monthly report of outstanding receivables for follow up with brokers/customers.
- Performed payroll and weekly wage respective working of benefits and withholding income tax calculation.
- Calculating all overheads and allocating its cost to relevant cost Center/machine/Department wise.
- Ensure ERP (SAP B1) effectively use by all department/process
- Ensure all financial records are secured and in accordance with sales and income tax Regulatory requirement

Yunus Textile Mill LTD – Karachi

May 2018 to February 2019

Assistant Manager Finance - Costing and Budgeting

- Tasked with performing all payments pertaining to processing department, also performed payable ageing analysis.
- Maintaining fixed asset register for installation of new plant and machinery and successfully assigned new tagging code series to all machines after personal physical verification.
- Creating customer-wise P&L. Generating consumption report for all dyes, chemicals and general items consumed in fabric processing. And prepared monthly management financial report and performed variance analysis in comparison to budget monthly and annually.
- Liaised with External stakeholders such as the Auditors to deal with queries and ensure audit objectives are met

Other Notable Work Experience

DGS (PVT) LTD Subsidiary of TRG (The resource Group) – Karachi

August 2013 to April 2018

Senior Finance Executive

- Manage all financial and accounting activities for DGS (PVT) LTD, Digital Globe services, Inc, Digital globe service Bermuda and Digital globe services Cyprus, consisting more than 500 offshore employees in Karachi and Lahore except then on shore employees based in US, UK and Canada. Manage full adherence to local law and international relevant laws.
- Oversaw all activities related to payroll, account receivable and Payable, Fixed Assets, Financial Reporting, General Ledger,
- Administrating employee's benefit plan such as 401k in USA and EOBI in Pakistan, updating cash flow forecast,
- Performed bank reconciliation, ensuring timely payments to all onshore and offshore vendors.
- Liaised for statutory audit with local and international auditors. .

DGS (PVT) LTD Subsidiary of TRG (The resource Group) – Karachi

May 2011 to August 2013

- Prepared and reconciled Invoice Data with operations data and reports.
- Ensured Daily Cash Receipts are correct and as per invoices (reconciliation of invoices with receipts)
- Performed Bank reconciliation on a monthly basis, executed Adjustments where required all cash & wire entries
- Create Purchase orders on TRG Accounts Payable Portal on monthly basis
- Accounts Payable Reconciliation on Monthly Basis.
- Make all intercompany entries and Schedule/Reconciliation on a monthly basis
- Executed all payroll functions for all company employees using computer based third party web application (Ran payroll Powered by ADP) for payroll processing and all HR related issues.
- Calculation of all state income tax and Unemployment tax. Looking all payroll taxation issue. E.g. Federal Unemployment tax/ Federal income tax Social Security etc. Also administered for employee benefits program like 401(k) and others. **Languages**
- Urdu – Native Speaker
- English – Working Proficiency

Availability

- Immediately