

ASIF N. KHAN

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PROFESSIONAL PROFILE

Master's degree in Business administration (Accounting & Finance). Currently working as Financial Controller with 16 years of accounting & Managerial experience, ability to handle Accounting & Financial activities Strong knowledge of Cash Flow forecasting, Financial Reporting ,business strategic, Budgeting , Auditing and Taxation as per Accounting Principle.

Specialties: Wide range of industry sectors and functional areas Including Consumer Goods, Manufacturing, Finance, Technology, Industrial & Engineering.

CAREER SKILLS / KNOWLEDGE

- Financial Analysis
- Accounting
- Assisting in finalization of Accounts
- ERP System (SAP / Odoo)
- Payroll Account
- Communication & Team Work
- Multitasking

Employment History

Blue Stars Medical Supplies.

Senior Accountant

Responsibilities

SEP 2022 – Present
Riyadh – Saudi Arabia

- ✓ Preparing financial statements, business activity reports,
- ✓ Periodically review the organization's financial reports and identify opportunities for cost reduction.
- ✓ Analyze reports and advise top management how to maximize profits.
- ✓ Manage and oversee the daily operations of the accounting department.
- ✓ Monthly, quarterly and end year process.
- ✓ Maintaining timely and accurate general ledgers accounts (posting entries, recording accruals, etc.)
- ✓ Pays invoices by verifying transaction information, scheduling preparing disbursements and obtaining authorization of payment.
- ✓ Maintains accounting ledgers by posting account transactions.
- ✓ Verifies accounts by reconciling, analyzing and summarizing account information and trends.

- ✓ Resolves account discrepancies by investigating documentation, issuing stop payments and adjustment.
- ✓ Preparing the monthly profit and loss, and balance sheet reports
- ✓ Tax reporting and inventory processing
- ✓ Collecting and analyzing data, which is then used in the preparation of weekly and monthly estimates
- ✓ Preparing weekly cash flow statements, and controlling expenditure and cash flow
- ✓ Assisting with the preparation of year-end accounts and statutory accounts
- ✓ Responding to financial inquiries by gathering and interpreting data
- ✓ Conducting internal audits.
- ✓ Examining financial records to check for accuracy
- ✓ Tax reporting and inventory processing.
- ✓ Collecting and analyzing data, which is then used in the preparation of weekly and monthly estimates.
- ✓ Managing and training staff when necessary.
- ✓ Processes company's employee's payroll.
- ✓ Maintains payroll processing system and records by gathering, calculating, and inputting data.
- ✓ Completes payroll reports for record-keeping purposes or managerial review.
- ✓

Al Maqsed Co.
Senior Accountant
Responsibilities

May 2018 – SEP 2021
 Riyadh – Saudi Arabia

- ✓ Maintaining timely and accurate general ledgers accounts (posting entries, recording accruals, etc.)
- ✓ Finalization of Monthly Accounts, Balance Sheet, Cash Flow Statements on each month end.
- ✓ Managing & overseeing the daily operation of accounting.
- ✓ Establishing & enforcing proper accounting methods, policies and principles.
- ✓ Monitor & analyze accounting data and produce financial reports or statements
- ✓ Finalization of Monthly Accounts, Balance Sheet, Cash Flow Statements on each month end.
- ✓ Closing of Trial Balance on monthly and yearly basis.
- ✓ Financial Statements preparation and reporting.
- ✓ Maintain financial records.
- ✓ Annual audits.
- ✓ Processing tax payments and returns.
- ✓ Maintains payroll processing system and records by gathering, calculating, and inputting data.

- ✓ Completes payroll reports for record-keeping purposes or managerial review.

Juffali AC / Electrical Mechanical Co.

Nov 2015 to April 2018

Senior Accountant

Riyadh - Saudi Arabia

Responsibilities

- ✓ Preparing all Finance Reports & Analyses Reports.
- ✓ Accounts Payable (Reviewing & Preparing & Issuance of Aging Payable ,Vendors Ledgers, Balance Confirmations, Payments for Suppliers)
- ✓ Accounts Receivables (Preparing & Issue of Customers Invoices, Aging Receivable, Customers Ledgers, Balances confirmations for Customers following up Customers Collections)
- ✓ Petty Cash (Reviewing all Invoices and Bills ,issuance payments & Posting on System
- ✓ Cash flow
- ✓ Payrolls (review Time sheets ,Over Times ,others & Posting on Bank and Company Systems)
- ✓ Banking (Checking all Checks Deposits ,T.Ts & Bank Reconciliations)
- ✓ Inventory control (Reviewing ,Receiving ,Delivery materials & Physical Counts and Inventory Balances)
- ✓ Computerize & Posting all Accounting Data by Peach Tree System.

Ikkkan Engineering Services

Oct-2013 To Sep-2015

Chief Accountant

Riyadh - Saudi Arabia

Responsibilities

- ✓ Reconcile Bank Accounts.
- ✓ Reconcile accounts payable and receivable
- ✓ Verify, allocate, post and reconcile transactions.
- ✓ Manage all accounting transactions.
- ✓ Customer follow-up regarding payments.
- ✓ Making adjusting entries and their adjustments.
- ✓ Make and validate customers and vendors invoices.
- ✓ Knock off all the open invoices time to time with respect to payment received.
- ✓ Process of Vendors payment by verifying documents.
- ✓ Maintains customer confidence.
- ✓ Prepare payable and receivables aging report
- ✓ Documents financial transactions by entering account information.
- ✓ Handle monthly, quarterly and annual closings.
- ✓ Managing colleagues, workloads and deadlines.
- ✓ Secures financial information by completing data base backups.
- ✓ Review and report on the company's financial health and liquidity.

- ✓ Administering payrolls and controlling income and expenditures.
- ✓ Maintain petty cash.

Wabra Trading & Contracting Est. (3M Cuno)

Jun-2006 To Jun-2013

Assistant Manager Finance

Riyadh - Saudi Arabia

Responsibilities

- ✓ Update/ maintain financial spreadsheets with daily transactions.
- ✓ Record accounts payable and accounts receivable.
- ✓ Prepare aging reports.
- ✓ Monthly Reconcile of Financing accounts, Bank Accounts.
- ✓ Follow-up customers to minimize Bad Debts.
- ✓ Prepare company financial accounts.
- ✓ Reconciles financial discrepancies by collecting and analyzing account information.
- ✓ Reconciliation of Account Receivables.
- ✓ Resolving accounts to the general ledger.
- ✓ Organized records of invoices, bills and deposits.
- ✓ Substantiates financial transactions by auditing documents.
- ✓ Maintain financial records.
- ✓ Annual audits.
- ✓ Prepares payments by verifying documents.
- ✓ Support monthly payroll and keep organized records.

Haif Trading & Contraction Est. (KSA)

Jun-2004 To May-2006

Financial Associate Controller

Riyadh - Saudi Arabia

Responsibilities

- ✓ Financial Statements preparation and reporting.
- ✓ Monitoring and control subcontractors and external parties' costs
- ✓ Project invoicing and follow-ups.
- ✓ Control and analyze the actual costs compare to bass line costs.
- ✓ Risk analysis and management reporting.
- ✓ Timely financial books closures and reporting
- ✓ Manage the intercompany operations.
- ✓ Revenue, Billing controllerships Resource Utilization cost control and analysis the efficiency and reporting.
- ✓ Preparation of financial statements and reporting BU wise profitability
- ✓ Tracking project progress and completion.
- ✓ Analyzing margins and cost variances.
- ✓ Day-to-day finance operations and reconciliations.
- ✓ Cash management.

Education

MBA, (Account & Finance)
University of Peshawar

September, 2003
Peshawar, Pakistan

Professional Trainings

1- Accounting Dashboards Base on Trial Balance Using Excel
Institute of Cost and Management Accountant of Pakistan

August, 2014
Karachi - Pakistan

2- Introduction to SAP FICO Track Level – 1
Institute of Cost and Management Accountant of Pakistan

October, 2016
Karachi – Pakistan

3- SAP – CO Track Level – 2
Institute of Cost and Management Accountant of Pakistan

January – 2017
Karachi – Pakistan

4- PMP (Project Management Professional)
Skill Development Council

Session June 2015
Islamabad - Pakistan

5- OSHA (Occupational Safety & Health Administration)
Vivid Institute of Occupation Safety & Health

Session May 2015
Islamabad – Pakistan

I.T Skills

Word, Excel, PowerPoint, Internet & Email, MS Project