

MUHAMMAD USMAN KHAN

Address: Plot 159 Block E Defence View Housing society karachi
Contact No: +923123764947
Email: uk3260953@gmail.com

WORK EXPERIENCE

Background

Ambitious and accomplished accounting professional with over 4 years of experience in accounting, auditing. With a strong background in working with various organizations, including Alta Tech mark, JAMIA TUR RASHEED, and TANWIR ARIF & Co. (Chartered Accountant), I possess a unique ability to drive business growth and excellence. My expertise includes financial reporting, budgeting, with a strong foundation in accounting software, data entry, and bookkeeping, a keen eye for detail, and a commitment to delivering high-quality results.

03-2024 To 12-2024

FINANCE EXECUTIVE

ALTA TECH MARK
Karachi Pakistan
Responsibilities:

- Managing day-to-day financial transactions, including accounting entries and ledger management.
- Ensuring Compliance With Financial Regulations
- Assisting in the preparation of financial statements and reports.
- Ensuring accuracy in account reconciliation and assisting in month-end closing activities.
- Handling accounts payable and receivable activities with precision.
- Monthly Payroll Processing

01-2024 To 03-2024

ACCOUNTANT

JAMIA TUR RASHEED
Karachi Pakistan
Responsibilities:

- Accounting Transactions Management
- Monthly, Quarterly, and Annual Closings Handling,
- Reconciliation, Monitor, and regulations
- Prepares asset, liability, and capital account entries by compiling
- Documentation of Financial Transactions
- Monthly Payroll Processing:

01-2023 To 01-2024

AUDIT ASSISTANT

TANWIR ARIF & Co. (CHARTERED ACCOUNTANT)
Hyderabad, Pakistan
Responsibilities:

- Inspection of Inventory Stock Status.
- Inspection of all kind of vouchers, ledgers and Trail balance.
- Examining Financial Position of the year statement and Profit and loss Statement.
- Inspection of financial statements to find errors, misstatements and frauds. Performing audits on systems, operations and accounts.

03-2020 To 12-2022

Bookkeeping And Data Cleaning

Freelancing

Services Provide:

- Recording transactions, Bank & credit card reconciliations
- Accounts Payable & Receivable Management
- Removing Duplicates & Errors, Data Formatting & Standardization, Handling Missing Data.

QUALIFICATION AND EDUCATION

2022- Ongoing	Certification in Accounting and Finance (CAF) CA, Accounting And Economic Karachi, Pakistan Institute Of Chartered Accountant Of Pakistan (ICAP)
2021-2022	Assessment Of Fundamental Competencies (AFC), CA Karachi, Pakistan Institute Of Chartered Accountant Of Pakistan (ICAP)
2019-2023	Masters of Commerce (M.COM), Accounting And Finance Hyderabad, Pakistan University Of Sindh
2016-2018	Bachelor of Commerce (B.COM), Accounting And Finance Hyderabad, Pakistan University Of Sindh

CERTIFICATE

2018-2019	Certificate in Information Technology (C.I.T), Information Technology Chamber Academy Of Pakistan
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SKILLS

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| ➤ Microsoft office | ➤ Proficiency in Odoo Software | ➤ Proficiency in ERP System |
| ➤ Auditing | ➤ Compliance | ➤ Reconciliation |

PERSONAL INFROMATION

- Age: 25 years with single status
- Nationality: Pakistani