

JAVAI AHMED KHAN

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PERSONAL INFORMATION

Father Name: Noor Muhammad
Date of Birth: February 16, 1981
CNIC No. 15202-0831138-1
Domicile: KPK Chitral.
Passport No. NH4111382
Mailing Address: Usman Brothers General Store Main Mohalla Tika Khan Road Barakahu, Tehsil & District Islamabad.
Permanent Address: Village & Post Office Khot Tehsil Mastuj District Chitral.

CAREER OBJECTIVES:

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

PROFILE SUMMARY:

- More than 7 Years of experience in financial accounting, Inventory Management, administration, planning, tax accountant with comprehensive tax preparation and auditing tasks and reporting in multinational group of companies in Pakistan and abroad.
- More than 6 years of teaching Experience in the field of commerce with leading college of commerce and management science.
- Hands on experience in LC Negotiation, import & maintaining Inventory record.
- Proficient in generally accepted accounting principles and related accounting and tax preparation software.

AREA OF EXPERTISE:

- Accounts, Finance, Administration, Conduct direct tax and corporate tax calculation, prepare tax returns and perform filing Sales Tax & Income Tax with Tax documentation and records.
- Management accounting, planning and executing monthly/quarterly/annual closure schedules: providing monthly financial statements and administrating the closing process.
- Financial Statements Profit & Loss. Balance Sheet etc.
- Record Maintain /Team building – leadership/Commercial negotiations,
- Budgeting, Clients Relation

EDUCATION AND QUALIFICATION:

S #	NAME DEGREE	NAME INSTITUTE	YEAR	MARKS / CGPA	GRADE /DIV
1	Master of Commerce (M.Com)	Qurtuba University of Science & Technology Peshawar Pakistan	2006	3.7CGPA	Ist.
2	Bachelor of Commerce (Hons.)	University of Peshawar Pakistan	2003	61%	Ist.
3	Bachelor of Commerce (B.Com)	University of Peshawar Pakistan	2002	58%	2nd.
4	Diploma in Commerce (D.Com)	Board of Technical Education Peshawar Pakistan	2000	59%	2nd.
5	Secondary School Certificate (SSC)	Board of Intermediate & Secondary Education Peshawar Pakistan	1996	60%	Ist.

EMPLOYMENT DETAILS:

May 2013 to date with Petrosin Groups Pakistan as Accounts & Finance Executive.

Accountable for the:

- Monitoring Accounting Transactions Payables, Receivables, Bank Transactions, Bank Reconciliation.
- Preparing Group of Companies Financial Statements.
- Evaluation of Financial Data and Submitting GST & Income Tax Returns.
- Supervision of accounting team with tax accruals and yearly financial auditing.
- Assisting clients in preparing business plans, and mapping progress
- Prepares use tax accruals on company purchases and inventory items used by company.
- Reviews and resolves sales tax and unclaimed correspondence from relevant authorities.
- Handling salary payments according to the local taxation bylaws.
- Provide expert logistics management for all aspects of the Operation.
- Mange Inventory system and all operations.
- LC Negotiation, maintaining Inventory record and Import inventories.
- Coordination with different departments and handling official correspondence.
- Handle all financial and administrative matters of the meetings, workshops and seminars.
- Ensure the implementation of Financial and Admin related policies.

Carrying out reconciliation of:

- Vendor Ledger
- Petty Cash books.
- Daily, Monthly and Yearly sales reconciliation.
- Supervising of Daily sales, Sales record and coordination with vendors/clients and suppliers.
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & Accounting activities.

Handling the preparation of:

- Six Branches Receipts & Payments Report.
- Tax Report.
- Tax Audit Report.
- Strategic Business Reporting.
- Audit Trail of Financial Statements.
- Advanced Audit and Assurance
- Monthly Financial Report.
- Inventory Status Report.
- Payroll sheet including leave, tax and final settlement for employees.
- Fix assets Schedule.

April 2007 to March 2013 with Paragon College of Commerce & Management Booni Chitral KPK as Senior Lecturer.

Key Result Areas:

- Teaching to Senior B.Com and Junior D.Com students
- Business Management, Accounting, Banking, P of Commerce, Auditing, MIS & AIS, Strategic Management, Marketing Management, Human Resource Management.

Oct. 2003 to Sept. 2005 with Abu Jadayel Est. KSA as Accounts & Admin Assistant.

Accountable for the:

- Maintain a complete record of procurement and all office expenses with support documents
- Monitoring financial fund and control.
- Cash flow and fund flow statement.
- Handling Petty cash
- Maintaining Assets records.

SKILLS:

- Good command on Word Processing/presentations, WordPerfect 8, Ms Office)
- Good Working knowledge of Financial Packages.
- Fair knowledge of Database Packages (Access)
- Good command on Peachtree, Quick Book & Tally Accounting Soft Ware.
- Good command on ERP system of Accounting.
- Excellent financial, analytical, and writing skills.
- Adept at preparing financial statements and assisting auditors during year-end closing.
- Outstanding supervisory, communication and interpersonal skills.

LANGUAGE SKILLS:

- English, Urdu, Pashto & Arabic.

REFERENCE:

- Will be furnished on demand.