

MUJTABA KHAN

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FINANCE, AUDIT & ADMINISTRATION EXPERIENCE

LIGHTBRIDGE COMMUNICATIONS CORPORATION

April, 2014 to Present

Manager Finance (LCC Muscat LLC – Oman)

Jan, 2015 to Present

As Manager Finance of LCC Muscat LLC, I am responsible for providing financial advice and support to clients and colleagues to enable them to make sound business decisions and;

- Responsible for implementation of VAT in GCC region
- Actively involved in month-end reporting that is directly reviewed by the Finance Director
- Providing and interpreting financial information and reporting to the Corporate
- Monitoring and interpreting cash flows and predicting future trends
- Researching and reporting on factors influencing business performance
- Analyzing competitors and market trends
- Developing financial management mechanisms that minimize financial risks
- Conducting reviews and evaluations for cost-reduction opportunities
- Managing financial accounting, monitoring and reporting systems
- Liaising with auditors to ensure annual monitoring is carried out
- Developing external relationships with auditors, solicitors, bankers and statutory organizations
- Managing budgets and producing accurate financial reports to specific deadlines
- Keeping abreast of changes in financial regulations and legislation

Finance Executive (LCC Middle East FZ LLC)

April, 2014 to Dec, 2014

I was responsible for complete accounting and reporting of LCC projects in Oman and Iraq. Duties and responsibilities included:

- Collecting projects and other data every month from the designated countries
- Implementing financial policies and procedures of the company and internal controls
- Establishing and maintaining cash controls and reviewing cash and bank monthly
- Establishing, maintaining and reconciliation of general ledgers for every project designated
- Preparing and reporting monthly project cost trackers, revenue summaries and overall results
- Establishing and maintaining accounts payable and receivable and their subsidiary ledgers
- Processing supplier invoices and maintaining the purchase order system
- Ensuring the completion of data posting to INTACCT (A web-based ERP) monthly
- Ensuring transactions are properly recorded and entered into the computerized accounting system
- Preparing monthly financial statements of on-going projects
- Maintains financial files and records both manually and electronically

LIVEPERSON, INC. USA

Nov, 2011 to Present

Business & Finance Expert

Being global online expert at LivePerson, Inc. USA, I am responsible for dealing variety of Individual & organization clients, who seek my expert financial advice on their respective finance, accounting, business and quantitative methods queries.

URL for my profile on LivePerson, Inc. USA: <http://www.liveperson.com/emm-kay/>

DEVELOPYST

March, 2013 to Nov, 2013

Manager Finance & Administration

Main duties and responsibilities as Manager Finance & Administration of Developyst included:

- Establishing and implementing financial policies & procedures in line with organizational requirements
- Building up financial statements & complete set of underlying financial records including ledgers
- Responsible for quarterly/ annual audit requirements initiated by the Company or Donor organization
- Monitoring and managing expenditures within allotted budget & reporting improvements/ variances
- Maintaining strong and healthy relations and liaison with all important stakeholders (banks, consultants, vendors, Govt. and tax regulators)
- Reconciliation of cash & bank accounts and preparation of weekly cash flow statements
- Ensuring financial and resource accountability and effective management of records
- Payroll management, related tax filings, monitoring medical expenses, mobile phone usage and responding clearly to the queries of employees regarding any matter related to finance, tax or applicable financial policies
- Managing all procurement & logistics activities including possible management of vehicles & drivers
- Leading & managing company's support staff, answering general office phone calls & assisting visitors

GRANT THORNTON PAKISTAN, CHARTERED ACCOUNTANTS

June, 2009 to Dec, 2012

Job-In-Charge/ Supervisor Audit

Oct, 2010 to Dec, 2012

As Supervisor Audit performed the duties of a gatekeeper, led the overall Audit program for various multinational companies, Government Institutions, NGOs and Donor Organizations. Duties and responsibilities:

- Supervised audit team on deputed assignments (Team included max 8 persons at one assignment)
- Performed as key contact person between the client's and firm's management
- Played an important role in planning, performing and concluding the audit assignments
- Responsible for resolving conflicts between team members
- Ensured creating environment of professional skepticism and independence
- Responsible for implementing Firm's policies & procedures and encouraged teamwork
- Trained and equipped team members to gain explicit understanding in the application of International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA) in corporate environment

Audit Assistant

March, 2010 to Sep, 2010

As an Audit Assistant, performed as team player and assisted the supervisor by timely completion of deputed tasks with commitment and responsibility. Major duties and responsibilities:

- Executed audit programs and prepared respective program work papers
- Performed substantive, analytical audit procedures and test of controls as and when needed
- Ensured application of ISAs and IFRS throughout audit, where applicable
- Identified, discussed and resolved audit observations with appropriate management of the client
- Performed physical inventory counts, cash counts physical asset verification on cut-off dates

Supervisor Income Estimation

Dec, 2009 to Feb, 2010

Income Estimation section of the Firm deals with the financial appraisal cases outsourced by a number of banks. As a Supervisor, I prepared feasibility reports in line with policies and procedures of the Firm for banks relevant to their respective customers applying for personal or business loans. Other tasks:

- Responsible for electronically and manually managing case files of bank customers
- Visited the customer's facility to gather the data/ evidence that could support the preparation of

balance sheet, feasibility report and income & expenditure statement

- Performed sensitivity analysis to achieve a specific confidence level required for the feasibility report
- Managed timely communication of matters with credit and sales departments of respective banks

Assistant Audit of ILO Department

June, 2009 to Nov, 2009

ILO Dept. of the Firm deals with the financial audit of a number of NGOs funded by International Labor Organization (ILO). As Audit Assistant, following were the major tasks:

- Executed planned audit procedures
- Prepared audit work papers, both electronic and manual
- Ensured the completeness, accuracy and relevance in gathering audit evidence
- Developed in-depth skills of audit applications, MS Excel and other accounting software

EDUCATION

Institute of Certified Financial Consultants

Certified Financial Consultant – 2017

Institute of Chartered Accountants of Pakistan

Certified in Accounting & Finance – 2009

Association of Chartered Certified Accountants

ACCA – Finalist - 2016

Board of Intermediate & Secondary Education
Abbottabad

ICS (Intermediate in
Computer, Sciences) – 2004

TRAININGS AND PROFESSIONAL DEVELOPMENT

- Participated in various training courses conducted by Grant Thornton (Prominently those relating to GT audit methodology, developments in the IFRSs, Global trends and advancements in audit)
- Participated in a training conducted by Deloitte Touche Tohmatsu Ltd. on their audit software AuditSystem-2 (AS/2) for a week
- Participated in various seminars conducted by the Institute of Chartered Accountants of Pakistan
- Participated in investigative audit trainings at Rural Support Programmes Network (RSPN)
- Completed Presentation Skills Training Course (PSTC) from SKANS, Islamabad
- Completed Computer Course Practical Training (CCPT) from SKANS, Islamabad

SKILLS AND INTERESTS

- Executive management, strategic planning, cost accounting, budgets, cash flow and forecasting
- Ability to work independently and to deliver timely even under work pressure
- Ability to form, manage and lead successful teams
- Reading publications from popular accounting bodies all over the world
- Traveling, exploring places and meeting new people

ACCOUNTING AND OTHER SOFTWARE:

- Experienced in automating company's manual accounting records into Peachtree and QuickBooks
- Professional knowledge in SAP, INTACCT & BrightPearl
- Excellent command over MS Office applications, Peachtree, FICS and QuickBooks

Awards: Highest position achiever with grade "A-1" in High School and "A" in College

Languages: Fluent in English, Urdu, Punjabi & Hindko

References: will be furnished upon request