



# Muhammad Ikram Khan

Financial Analyst | Manager Accounts

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Dubai, United Arab Emirates

06 June, 1986

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To be a part of an organization where my past education and experience will have valuable application, to achieve established objectives leading to company's endurance towards its mission and philosophy and simultaneously let me able to develop myself.

## WORK EXPERIENCE

### Financial Analyst

Hope Line General Trading LLC

03/2013 – Present

Dubai, United Arab Emirates

#### Details

- Trading was the primary business of this company until we started doing research in the African market regarding manufacturing and I successfully not only made feasibility studies for management on diversification of business, rather actively involved in the process of installing manufacturing units on site. They purchased food items from around the world for sale in Angola along with their own range of products which are now manufactured and sold in Angola. They are in the business from last 25 years and one of the major player in the FMCG market in Angola.

### Assistant Manager Accounts

National Database & Registration Authority (NADRA)

10/2009 – 02/2013

Pakistan

#### Details

- NADRA is one of the leading System Integrators in the global identification sector and boasts extensive experience in designing, implementing and operating solutions for corporate and public sector clients. NADRA offers its clients a portfolio of customizable solutions for identification, e-governance and secure documents.

### Deputy Chief Accountant

Reliance Weaving Mills Ltd

03/2008 – 10/2009

Multan, Pakistan

#### Details

- Reliance Weaving Mill is working in lower Punjab since 1990 and growing steadily. Now the company owns 02 Spinning units and 02 Weaving units.

### Accounts Officer

Unisoft

09/2007 – 03/2008

Lahore, Pakistan

#### Details

- The Company is dealing in Software Development and Website Development apart from Hardware Sales and turnkey Solutions.

### Internship

Coca-Cola Beverages

06/2007 – 08/2007

Multan, Pakistan

### Internship

D. G. Khan Cement Co

06/2006 – 08/2006

Multan, Pakistan

### Internship

Crystal Feeds

07/2005 – 09/2005

Multan, Pakistan

### Internship

Ahmad Hassan Textile Mills

06/2005 – 07/2005

Multan, Pakistan

## TECHNICAL SKILLS

### Finance & Accounts

Budgeting, Costing, Cost Benefit Analysis, Cost Reduction, Cash Flow Management, Bank Account Management, Fixed Assets Management, Inventory Management, Work in Capital Management, Financial Reporting, Consolidation, Merger & Acquisitions, Financial Analysis, Financial Portfolio Forecasting, IFRS/IAS/GAAPs, Commercial awareness, Preparation of Financial Policies.

### Tax

Value Added Tax, VAT Compliance, Filing Value Added Tax Return, Taxation & Corporate Laws, Regulatory compliance, Strategic tax planning.

### Audit & Assurance

Risk Assessment & Mitigation, Policies & Procedures, Continues Process Improvement, Audit Planning, execution & finalisation, Internal Controls.

## SKILLS

Effective leader

Exceptional interpersonal communication

Strategies and goals

Cross-functional team management

Business development

Financial management

Project management

Operations management

Human resource management

Conflict resolution

Employee development

Customer service-oriented

Deadline-oriented

Efficient multi-tasker

Can Work Under Pressure

Hard Working

Self Motivated

## DETAIL WORK EXPERIENCE

### Financial Analyst - Hope Line General Trading LLC (03/2013 – Present)

- Reporting of Sales, Bank Position and Stock levels daily to Top Management with explanation.
- Analyze current and past trends in key performance indicators including all areas of revenue, cost of sales, expenses and capital expenditures.
- Evaluates optional plans by identifying outcomes and potential returns.
- Monitor financial impact resulting from cost reduction programs and reporting its impact.
- Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- Forecasting cash position and monitoring working capital and cash flow. Approving Multi-currency Bank Reconciliations and LC/Trade related Documentation.
- Analysing and presentation of Financial Reports Monthly and Yearly. Assisting in Audit of Dubai, Ethiopia and Angola Accounts
- Reporting Receivable and Inventory Aging and controlling as per policy.
- Helping management in decision making for new investments and providing Expected Return on Investment.
- Implementation of new ERP system.

### Assistant Manager Accounts - National Database & Registration Authority (NADRA) (10/2009 – 02/2013)

- Bank Reconciliation.
- Reconciliation of Monthly Collection & Deposit Report.
- Funds Allocation of different projects.
- Reporting to Top Management regarding Financial Situation in Region.
- Coordination with HR regarding payroll issues.
- Management of accounts at district level and troubleshooting where needed.
- Use of SAP ERP system for payroll and budgeting controls.
- Maintenance of Daily funds positioning.

### Deputy Chief Accountant - Reliance Weaving Mills Ltd (03/2008 – 10/2009)

- ERP (payables/Inventory/Purchase/G.L) Operations in Oracle ERP.
- Troubleshooting Regarding Loans, Expenses etc.
- Making Forecasted Cash flow and working capital position.
- Controlling all activities related to accounts, Long term Short term Finance of Weaving and Spinning units and ensuring the closing of monthly quarterly and annual accounts in ERP Modules.
- Assisting Audit teams in Internal as well as External Audit.

### Accounts Officer - Unisoft the IT Professionals (09/2007 – 03/2008)

- Implementation of Financial Policies.
- Formulation and Reporting of Financial Reports to the Top management.
- Reconciliation of bank statements.
- Costing of software projects.
- Cost and Benefit analysis of new projects.
- Coordination with marketing department about new price strategies.

## EDUCATION

### Post Graduate Diploma in Finance Skill Development Council of Pakistan

2001

### MSC (Accounting & Finance) Bahauddin Zakariya University

2007

### Bachelor of Commerce (BCOM-IT) Bahauddin Zakariya University

2005

## CERTIFICATES

### ACCA (Part Qualified)

The Association of Chartered Certified Accountants, United Kingdom

## INTERESTS

Traveling

Reading (Books)

Coaching (Mentoring)

Writing

## CERTIFICATES & IT SKILLS

### International Trade Organization

*Certificates*

- Helping SME's Generate Export Business
- Working With Foreign Trade Representatives
- Introduction to Foreign Trade Finance
- Export Marketing Strategy
- Trade Information System

### ALISON Online Education

*Certificates*

- Diploma in Accounting: Core Practices and Theory
- Certificate in Supply Chain Management
- Introduction to Personal and Corporate Taxation
- Certificate in Fundamentals of Accounting
- Certificate in Fundamentals of Financial Accounting

### 365 Data Science (Online Education)

*Certificates*

- PowerBi
- Probability
- Advanced Microsoft Excel
- Intro to Data and Data Science
- Tableau
- Introduction to Python

### Project Management Institute USA

*Certificates*

- Business Continuity
- Assessing Your Organization's Risks
- Facing Virtual Team Challenges
- Becoming a Successful Collaborator
- Establishing Effective Virtual Teams
- Managing in a Crisis
- Responding Effectively to Risks
- Forging Ahead with Perseverance and Resilience

### Microsoft Office

*Expert Level*

- MS Excel
- MS Word
- MS Power Point
- MS Outlook

### Accounting Packages

*Detail*

- Tally
- Oracle Financial V11.0i
- Peachtree
- QuickBooks
- SAP
- SAGE
- Power BI
- Python
- Tableau

### Other IT Skills

*Expert*

- Programming Techniques using different languages: Java, SQL, Visual Basic, HTML
- Microsoft Certified IT Professional (MCITP)

## PERSONAL DETAILS

Driving License: Dubai

Language: English (Fluent), Urdu, Arabic (Basic)