

Aiman Khan

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Summary

- ✓ Certified in Accounting and Finance and Expert Excel Bookkeeper
- ✓ 5+ Years of Industry Experience
- ✓ 40+ Projects completed
- ✓ Top Quality Financial Statements
- ✓ Proficient in Excel Bookkeeping
- ✓ Client Satisfaction is My Priority

Greetings! I am a seasoned accounting and finance professional, holding a Certificate in Accounting and Finance (CAF) from the Institute of Chartered Accountants of Pakistan. I have a deep understanding of accounting standards and principles.

With over 5 years of hands-on experience, I bring a wealth of expertise to the table. I specialize in financial accounting and reporting, managerial accounting and cost management, auditing and assurance, financial management and business analysis, and taxation. I am also proficient in Microsoft Excel bookkeeping. My core expertise are preparation of financial statements and bookkeeping in Microsoft Excel.

I have prepared financial statements for 20+ organisations. These clients and employers included reputable local and international NGOS, Government Sector Organisation, multinational and local profit-oriented companies and other small and large-scale organisations.

I have also worked on 15+ bookkeeping projects both in Microsoft Excel and QuickBooks. The client includes private companies, non-profit organisation, education institutes and hospitals.

Whether you're a startup, small or medium entity, or a growing enterprise, or an individual business owner, I am here to streamline your financial processes, optimize your books, and provide insights to drive your business forward. As an Accountant, my commitment is not just to balance your sheets, but to empower your financial success. I don't miss a penny; my numbers never lie.

Let's chat about your financial goals and how I can contribute to your success!

Experience

Financial Accountant/Consultant

Falcons Power & Telecom International Private Limited

Aug 2022 - Oct 2022 (3 months)

In my role as a Financial Accountant & Consultant, I designed a comprehensive chart of accounts to effectively organize and track transactions for accurate categorization. I managed the company's financial records, ensuring they were precise and complied with accounting standards. I prepared financial statements balance sheets, income statements, cash flow statements, equity statements, and notes to the accounts, providing stakeholders with a clear overview of the company's financial health. Addressing any discrepancies or irregularities in the accounting. Additionally, I proposed and

implemented enhancements to our financial reporting processes, significantly boosting efficiency and facilitating better data analysis for informed decision-making.

Accounting Manager

Abid Goods Transport (SMC-Private) Limited

Sep 2021 - May 2022 (9 months)

In my role as the accounting manager at Abid Goods Transport (SMC-Private) Limited, I organized and structured the company's financial system. Firstly, I created a clear and organized chart of accounts to keep track of all the company's money transactions accurately. I then introduced and trained the team on how to use QuickBooks, a helpful tool that made our financial tasks faster and more efficient. Additionally, I revamped and improved the way we recorded financial transactions, fixing old methods that weren't working well. I played a vital role in recruiting and training new employees, ensuring they understood the financial processes and could use the software effectively. Finally, I was responsible for preparing the financial statements that showed the company's financial health and progress.

Audit & Tax Associate

A. Salam Jan & Co. Chartered Accountants

Dec 2019 - Apr 2021 (1 year 5 months)

In my role as an Audit and Tax Associate, I diligently conducted external audits in line with the International Standards on Auditing (ISAs), ensuring companies followed the right financial rules. I prepared accurate financial statements using the International Financial Reporting Standards (IFRS), making sure everything was presented correctly. Handling bookkeeping tasks, I maintained organized and precise financial records. I also played a crucial part in tax computations and the preparation of wealth statements and reconciliation for individuals. Additionally, within the company, I contributed to the planning and execution of internal audits, making sure we followed the established procedures to the letter.

Audit Associate

Rafaqat Babar & Company Chartered Accountants

Jul 2017 - Dec 2019 (2 years 6 months)

In my role as an audit associate, I was responsible for planning and executing external audits following the guidelines outlined in the International Standards on Auditing (ISAs). Additionally, I prepared financial statements in adherence to the International Financial Reporting Standards (IFRS). Furthermore, I conducted essential bookkeeping tasks to guarantee that all financial records were accurately maintained and well-organized, contributing to the overall precision and clarity of financial reporting.

Education

Pennell High School

Secondary School Certificate, Science

Apr 2004 - Mar 2010

Licenses & Certifications



Certificate in Accounting and Finance - The Institute of Chartered Accountants of Pakistan
077599



Assessment of Fundamental Competencies - The Institute of Chartered Accountants of Pakistan
077599

Profit Analysis using Economic Value Added - Coursera Project Network
NR5D59P4MPMK

Analyzing Company Performance using Ratios - Coursera Project Network
VNXA9A7SYHYF

Introduction to Microsoft Excel - Coursera Project Network
68FDQDLF3D5Z

Skills

Accounting • Generally Accepted Accounting Principles (GAAP) • Finance • Financial Accounting • Financial Analysis • Financial Reporting • Financial Forecasting • Full-Charge Bookkeeping • Financial Accounting & Reporting • Audit & Assurance