

FARAZ AZIZ KHAN

2E 4/11 Arhama Villa, Nazimabad No.2, Karachi

Email: faraz.icma@hotmail.com

Cell: 00 92 3452819380



OBJECTIVE

It is my ambition to work for a dynamic, success-oriented team, further utilize and develop my capabilities and skills.

EXPERIENCE

- Allah Bux Traders. - February 2015 Till Date (1 Year Plus) as an Account Executive
- Olympia Group & Industries. - October 2009 to January 2015 (5 years plus) as a Senior Account Executive.
- Siemens Pakistan Engg Co. Ltd. - May 2003 to Sep 2009 (6 Years Plus) Working as a Payable Officer

EDUCATION

- | | | |
|------------------------|--------------------------------|----------------------------------|
| ➤ MBA Finance (2013) | CGPA 2.8 | University of Karachi. |
| ➤ B.COM (2007) | 2nd Division | University of Karachi. |
| ➤ FSC (2003) | | Govt College for men Buffer zone |
| ➤ Matriculation (2001) | | North High School. |

COMPUTER LITERACY / SOFTWARES PACKAGES

- SAP 6 Years Working Experience in all accounting modules.
- Good hands on experience on MS Excel, MS Word, MS Power Point, MS Outlook.
- Knowledge of MS Windows, MS DOS & Internet Browsing/Email.

COURSES & TRAININGS

A + Certification Include Networking Hardware and Software Troubleshooting, MS Office, Installation & Diagnosing of Operating System.

PERSONAL

- Father' Name: Abdul Aziz Khan
- Date of Birth: December 16, 1985
- N.I.C: 42101-3691103-7

HOBBIES / EXTRA CURRICULAR ACTIVITIES

- Reading books & news articles, Religion, Current Affairs, Politics, Art, Health, Cultures, History, & Fiction.
- Surfing internet to enhance my knowledge base for improvement of personal and social life.
- Listening to quality music.
- Playing cricket and other Physical Activity to maintain work life balance.

REFERENCE

Will be furnished upon request.

JOB EXPERIENCE IN DETAILS

Allah Bux Traders. - February 2015 Till Date (1 Year Plus)

Working as an **Account Executive** with following responsibilities

- Maintain Parties Ledger (Receivable, Payable) on daily basis.
- Verification & Posting of Cash, Journal, Receipt & Payment Vouchers on daily basis.
- Prepare and maintain Cash Book.
- Verification and Deposit Parties Payment and Prepare Cash In & Out Flows on Daily Basis.
- Preparation and review Bank Reconciliation on Daily, Weekly and Monthly Basis.
- Preparation of Balance Sheet & Income Statement on monthly basis.

Olympia Group & Industries. - October 2009 to January 2015 (5 years plus)

Working as a **Senior Account Executive** in Account & Admin Department with following responsibilities:

- Preparation and Verification of Bank Reconciliation.
- Prepare Ledger statement of Customer.
- Prepare and maintain Cash Book.
- Verification & posting of Region wise Sales & recoveries.
- Prepare Cash Flows on monthly basis.
- Prepare & Reconcile T Accounts & Trial on Monthly Basis.
- Review & Verify Balance Sheet & Income Statement time to time (monthly basis).

Siemens Pakistan Engg Co. Ltd- May 2003 to Sep 2009 (6 Years Plus)

Working as a **Payable Officer** in Business Unit (Generating Sets) Department with following responsibilities:

- Handling of Relevant Master Data in SAP
- Inventory Analysis (FG, Raw Materials, WIP)
- Customer Credit and Debtor Analysis.
- Formation of Standard Product Cost
- Handling the Costing of Non-standard product Enquiry.
- Regular Analysis of BOM(Bill of Material)
- Cost Controlling on Sales / Work Orders
- Analyze & Control the Selling & manufacturing expense of BU.
- Cash flow Forecasting.
- GR (Good Receipt) Posting, IR (Invoice Receipt) Clearing, Invoice Parking.
- Provide Payment Outflow and Reporting of Vendor's Payment on Monthly Basis.
- Verification of Fixed Assets under the instruction of Fixed Assets Administrator.
- Production booking of Gensets and Allied Equipment (AMF & ATS Panels) in SAP.