



KHURAM MAQBOOL

ACCOUNTS EXECUTIVE

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khuram.maqbool@yahoo.com

Dubai, UAE

Driven professional with experience in financial operations and strategic planning. Demonstrated ability to effectively monitor financial performance and provide sound financial guidance to executive teams. Skilled in developing budgets and financial forecasts, as well as overseeing financial reporting, accounts payable/receivable, and payroll. Possesses excellent problem-solving, communication, and leadership skills. Quality-oriented professional with proven knowledge of advanced budgeting/forecasting, asset disposition, and debt financing. Aiming to leverage my abilities to successfully fill Accountant role on your team.

SKILLS

- Project Management
- Proficient in MS Excel, Word and Internet
- High degree of self-motivation
- General Ledger Management
- Good Customer Dealing Skills
- Continuous Improvement
- Bookkeeping Knowledge
- Financial Reporting
- Teamwork spirit
- Cash Handling

EXPERIENCE

FRONT COUNTER CASHIER

Habib Qatar International Exchange (Pvt) Ltd.

Faisalabad

June 2023 - April 2024

- Operated cash register and accurately processed payments, returns, and exchanges.
- Performed opening and closing procedures, such as counting cash register, restocking, and cleaning.
- Built and maintained positive working relationships with co-workers.
- Provided excellent customer service by greeting customers and offering assistance.
- Accurately processed customer payments using cash, credit cards, and checks.
- Utilized problem solving skills to effectively handle difficult situations.
- Used POS system to complete purchases for customers.

ACCOUNTANT

Aziz Fatima Hospital

Faisalabad

October 2017 - May 2023

- Processed invoices, bills, and payments to verify accuracy in transactions.
- Provided support to internal auditors during audits.
- Developed strategies to improve the efficiency of accounting processes.
- Recorded transactions in QuickBooks or Excel spreadsheets for documentation purposes.
- Calculated and documented payroll data for processing.
- Reconciled financial discrepancies by collecting and analyzing account information.

ACCOUNTANT

Sitara Institute of Management and Technology

Faisalabad

November 2015 - September 2017

- Performed reconciliations between bank accounts and internal ledgers.
- Calculated and documented payroll data for processing.
- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Conferred with company officials about financial and regulatory matters.

ADMINISTRATION OFFICER

Pakistan Textile Associates

Faisalabad

November 2014 - September 2015

- Processed purchase orders, service contracts, and financial reports.
- Implemented effective document control processes to ensure compliance with company policies.
- Provided administrative support to senior management, including scheduling and coordinating meetings, preparing documents and maintaining filing systems.
- Managed incoming mail, responding to general enquiries where appropriate or redirecting them as necessary.
- Updated client and employee information, financial records, and schedules in company databases.
- Monitored and updated inventory levels through regular stocktaking exercises.
- Scheduled facility cleanings, repairs, and remodels to create inviting and pleasant work environment.
- Tracked company inventories to prevent shortages and minimize equipment losses.
- Ordered, stored, and repaired office equipment and technology for company use.

- Performed invoicing and budget tracking tasks to monitor financial progress.

ASSISTANT MANAGER - FINANCE

Malik Faisal Weaving Factory

Faisalabad

March 2014 - October 2014

- Prepared monthly reports to track budget performance against actual results.
- Developed and implemented financial policies and procedures to ensure accuracy of financial records.
- Maintained relationships with external stakeholders such as banks, investors, creditors.
- Analyzed financial data, identified trends and variances, and provided recommendations for improvement.
- Evaluated existing systems for effectiveness and recommended improvements as needed.
- Assisted in developing strategies for increasing productivity within the department while reducing costs.
- Managed a team of finance professionals to ensure efficient processing of accounts receivable and payable activities.
- Drafted presentations outlining key findings from financial analysis projects.
- Created ad hoc process improvement projects, driving transformation within finance organization.
- Created tools to provide critical financial and operational information.
- Analyzed financial trends to identify opportunities for cost savings.

EDUCATION

MASTER OF COMMERCE IN ACCOUNTING AND FINANCE

Jun 2013

GC University Faisalabad, Faisalabad

BACHELOR OF COMMERCE IN ACCOUNTING AND FINANCE

Jun 2010

Punjab University Lahore

DIPLOMA IN WEB DEVELOPMENT

Jan 2021

Udemy - Online

DIPLOMA IN WEB DEVELOPMENT

Sep 2021

E-Rozgaar Faisalabad

REFERENCES

References available upon request

HOBBIES AND INTERESTS

Travel and Culture: Exploring different cultures and cuisines, fostering adaptability and global perspective in both professional and personal life.

Fitness and Wellness: Maintaining a healthy work-life balance through regular exercise and wellness activities, enhancing productivity and well-being.

Reading Financial Literature: Enjoying reading books and articles on finance and accounting topics to stay informed and inspired in the field.

LANGUAGES

- **English**
Fluent