



Imran Khan (Accountant)

ID: 2603320199 | **Date of birth:** 03/01/1993 | **Place of birth:** Peshawar, Pakistan |

Nationality: Pakistani | **Sex:** Male | **Phone:** (+966) 581989536 (Mobile) | **Email:**

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ABOUT MYSELF

"I am a dedicated and results-driven finance professional with a solid academic background, holding an ACCA qualification and a MS degree in Management Sciences with a focus on Finance. With over 4 years of experience as a Marketing Manager at UBL Pakistan and 2 years experience as an accountant at Oil and Gas Development Company Limited Pakistan. I have developed strong marketing, analytical, financial, Accounting and managerial skills. My expertise spans customer market analysis, brand recognition, financial analysis, budgeting, and accounting, coupled with the ability to lead cross-functional teams and manage complex projects. I am now seeking to leverage my diverse experience and qualifications in a challenging marketing and accounting role at a reputable organization, where I can contribute to financial growth and operational excellence".

WORK EXPERIENCE

OIL AND GAS DEVELOPMENT COMPANY LIMITED – ISLAMABAD, PAKISTAN

ACCOUNTANT – 01/05/2022 – 30/04/2024

Recorded and posted daily financial transactions in compliance with company policies and accounting standards. Maintained and reconciled general ledger accounts, ensuring accuracy and timely updates. Managed accounts payable and receivable processes, including invoice verification and payment tracking. Prepared bank reconciliations and assisted in cash flow monitoring and reporting. Supported monthly, quarterly, and annual financial closings by compiling and reviewing relevant data. Maintained organized and up-to-date financial records and documentation for audits and internal reviews. Assisted in preparing financial statements, management reports, and budget summaries. Ensured compliance with local tax regulations and supported the filing of tax returns. Collaborated with internal departments to resolve discrepancies and ensure data integrity. Adhered to internal controls and contributed to continuous improvement of accounting processes.

UNITED BANK LIMITED PAKISTAN – ISLAMABAD, PAKISTAN

Business or Sector Financial and insurance activities | **Department** Banking | **Email** customer.services@ubl.com.pk |

Website <https://www.ubldigital.com/>

SALES MANAGER – 01/12/2019 – 05/03/2022

Sales Strategy Development: Create and implement effective sales strategies to meet or exceed sales targets.
Team Leadership: Lead, motivate, and manage the sales team to achieve individual and team goals.
Sales Forecasting: Analyze market trends and sales data to forecast future sales and adjust strategies accordingly.
Client Relationship Management: Build and maintain strong relationships with key clients, prospects, and business partners.
Training and Development: Provide training and coaching to sales staff to enhance their skills and performance.
Market Analysis: Monitor competitors and industry trends to identify new opportunities and threats.
Performance Monitoring: Track team and individual performance, providing feedback and corrective actions as needed.
Sales Reporting: Prepare regular sales reports and presentations for senior management, highlighting achievements and areas for improvement.
Budget Management: Manage the sales department's budget, ensuring optimal use of resources.
Sales Process Optimization: Continuously improve sales processes to increase efficiency and effectiveness.
Negotiation and Closing Deals: Oversee negotiations with clients and ensure successful deal closures.
Customer Feedback: Gather customer feedback and work with the product or service teams to improve offerings.
Collaboration with Other Departments: Work closely with marketing, finance, and other departments to align strategies and ensure a smooth customer experience.

EDUCATION AND TRAINING

01/01/2012 – CURRENT LONDON, United Kingdom
ACCA UK (ENGLAND)

Financial Accounting: Principles of accounting, preparation of financial statements, and understanding accounting standards.
Management Accounting: Budgeting, costing methods, and performance evaluation in an organization.
Corporate and Business Law: Legal aspects of business, including company law, contract law, and ethics.
Taxation: Concepts of personal and corporate taxation, including tax planning and compliance.
Audit and Assurance: Principles and practices of auditing, internal controls, and assurance services.
Financial Management: Investment appraisal, capital structure, and risk management in corporate finance.
Advanced Financial Management: Complex financial analysis, strategic financial management, and financial decision-making.

Strategic Business Leadership: Development of leadership skills and strategic decision-making for long-term success.
Advanced Performance Management: Strategic management accounting and performance evaluation.
Business Analysis and Information Systems: Business processes, information systems, and their role in enhancing business operations.

Website <https://www.accaglobal.com/africa/en.html> | **Field of study** Accounting and Business | **Final grade** 11 papers completed out of 14

01/06/2021 – 10/07/2023 Dir Upper, Pakistan

MS MANAGEMENT SCIENCES (FINANCE) Shaheed Benazeer Bhutto University Sheringal Peshawar Pakistan

Corporate Finance – Capital structure, dividend policy, mergers and acquisitions, and firm valuation techniques.
Investment Analysis and Portfolio Management – Risk-return analysis, asset allocation, portfolio construction, and performance evaluation.
Financial Markets and Institutions – Structure, functions, and regulatory framework of financial systems.
International Finance – Exchange rate dynamics, foreign investment decisions, and global financial risk management.
Financial Derivatives – Futures, options, swaps, and their use in hedging financial risk.
Research Methods in Finance – Quantitative and qualitative research techniques, data analysis, and econometrics.
Behavioral Finance – Psychological factors influencing investor behavior and market anomalies.
Financial Risk Management – Identification, measurement, and mitigation of financial risks.
Islamic Finance (if applicable) – Principles of Shariah-compliant financial instruments and markets.
Strategic Management – Business policy, corporate strategy, and decision-making in dynamic environments.

Website <https://www.sbbu.edu.pk/> | **Field of study** Management Sciences | **Final grade** CGPA= 3.74 |

Thesis STOCK PRICE REACTIONS TO THE EARNING ANNOUNCEMENTS. THE MANAGER TONE MATTERS

01/01/2017 – 31/12/2018 Dir Upper, Pakistan

MASTER IN ECONOMICS Shaheed Benazir Bhutto University Sheringal

Website <https://www.sbbu.edu.pk/> | **Field of study** Economics | **Final grade** PERCENTAGE =65

01/01/2015 – 31/12/2016 PESHAWAR, Pakistan

BACHELOR OF ARTS UNIVERSITY OF PESHAWAR

Website <https://www.uop.edu.pk/> | **Field of study** Economics

01/06/2020 – 21/01/2022 ISLAM ABAD, Pakistan

BACHELOR OF EDUCATION (1.5 YEARS) ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

Website <https://www.aiou.edu.pk/> | **Final grade** PERCENTAGE 70 GRADE A

01/01/2010 – 31/12/2011 PEHSAWAR, Pakistan

INTERMEDIAT GLOBAL DEGREE COLLEGE PESHAWAR

01/01/2009 – 31/12/2010 Dir Upper, Pakistan

MATRICULATION GOVT HIGH SCHOOL WAR

16/12/2019 – 31/12/2019

SALES MANAGER TRAINING United Bank Limited Pakistan

Website <https://www.ubldigital.com/>

● LANGUAGE SKILLS

Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
ARABIC	B2	C1	B2	A2	A1
URDU	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

● **SKILLS**

Microsoft Office | Data Science | Data Collection, Data Processing, Data Analysis, Data Visualisation | accounting techniques | bookkeeping regulations | calculate tax | prepare trial accounting balances | prepare tax returns forms | carry out sales analysis | depreciation | brand marketing techniques | analyse business plans | interpret financial statements | ensure compliance with accounting conventions | analyse customer service surveys

● **CURSES**

23/11/2024 - 23/11/2024

Financial Globalization, Capital Flows, and the Global Financial Cycle

31/10/2024 - 31/10/2024

Financial Inclusion, Financial Literacy and Financial Education in Asia

21/11/2024 - 21/11/2024

Infrastructure Financing Foundations
