

**Contact**

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### Address

Bhatta Colony Road, SNGPL Office Rahim Yar Khan, Punjab, Pakistan

**Education**

**Matriculation,** Board of Intermediate and Secondary Education BahawalpurDecember 2000

**Diploma in Commerce,** Technical Education and Vocational Training AuthorityDecember 2003

**Bachelor in Commerce,** University of the PunjabDecember 2005



English

Urdu

MUHAMMAD FAHIM KHAN

Accountant

18 years relevant experience of Accounts

Still working in SNGPL (OIL AND GAS Sector)

Experienced General Ledger Accountant with excellent communication and computer skills. Extensive knowledge of generally accepted accounting principles, including monthly reconciliation and preparation of accounting ledgers and reports. Possesses excellent organizational skills

**Experience**

**Senior Supervisor Accounts**

* Financial processing of transactions.
* Daily bookkeeping of General Ledger
* Bank statement reconciliation.
* Expense Booking in Accounts Payable Ledger
* Supervision and Management of processing payment Claims.
* Maintaining daily cashbook register.
* Supervise staff to ensure vendors are set up correctly and invoices move through the system timely.
* Performs data entry, verifies, codes, stores and retrieves files, folders and reports; Operates MS Word, Excel, Publisher, PowerPoint, Access, Outlook, Oracle Financial.
* Supervise financial statements, budgeting, and forecasting enables AP teams to effectively manage cash flow.
* Understanding trends, detect anomalies, and optimize processes for improved efficiency and cost savings.
* Understanding the Oracle Customer Care and Billing (CC&B) consulting or services