IHTISHAM UL HAQ KHAN

B-Com, MAF, ADPA, PGDPA, CME-1, CPA (Finalist)



+966-508775982
Ihtishamkhan126@gmail.com
Riyadh, Saudi Arabia
Pakistani
https://www.linkedin.com/in/ihtishamcpa

Driving License: Yes (KSA)
Language: English, Urdu, Hindi
Visa: Transferable

Summary

Experienced Financial Analyst with 7 years of expertise in Financial Accounts Management & Analysis, Internal Auditing, Regulatory Compliance, Financial Administration, Value Added Tax (VAT) and CAM Sheets submission. Proficient in accounting, internal audit, and offering technical guidance. Strong problem-solving abilities and effective communication of financial information to non-financial stakeholders.

Experience

ALDREES FOR PROFESSIONAL CONSULTANCY — **Riyadh, Saudi Arabia**
CPA License Number (773) — **(December 2024_Present)**
Job Title: *Financial Analyst*
Client-Centered Auditing, Accounting & Finance Services:

- Accounts Payable Supervisor at Koch Engineered Solutions Middle East Industrial (6 Month).
- Advisory services, accounting & bookkeeping, analysis and preparation of financial statements (Current).
- Submit Capital Adequacy Measurement (CAM) reports to the Capital Market Authority (CMA) for Capital Market Clients.
- Ensuring accuracy and completeness of Compliance & AML-related data.
- Verify reports meet CMA format, deadlines, and disclosure requirements.
- Maintain transaction records for CAM reporting and matching the CAM with trial balance.
- Coordinate with operational and compliance teams to gather required information.
- Accounting in Odoo and E-invoicing integration with ZATCA.

MONITORING POINT ENVIRONMENTAL SERVICES — **Jeddah, Saudi Arabia**
MPEnv Lab — **(November 2022_November 2024)**
Job Title: *Financial Accountant*

- Managed financial accounts, handling the full accounting cycle and managing AR & AP.
- Ensured timely invoicing, reconciliations, and annual account closure.
- Assisted Finance Manager with budgeting, financial administration and VAT calculations.
- Supported HR in preparing salary sheets, booking payroll, and managing employee loans.
- Prepared monthly Profit & Loss Reports for Finance Manager review.
- Handled Zakat, Tax, and Customs Authority (ZATCA) audits.
- Organized paperwork for Statutory Audit.
- Completed ad hoc assignments as required.

ZAHID ALI FAISAL ASJAD & CO. CHARTERED ACCOUNTANTS — **Lahore, Pakistan**
Audit, Accounts, Corporate and Taxation Consultancy Firm — **(March 2020_October 2022)**
Job Title: *Audit and Accounts Senior*

- Conducted external, internal, forensic, and tax audits for various clients.
- Provided accounting, bookkeeping, and internal control compliance services to various clients.
- Advisory services, analysis and preparation of financial statements.
- Calculation and Submission of VAT return for various clients.

BIN DAWOOD SERVICES (PVT.) LTD. **Faisalabad, Pakistan**
AIRLINES & TRAVEL AGENT **(July 2019_December 2019)**
Job Title: *Assistant Accountant*

- Managed accounts using Microsoft Excel and experience in preparing documents for statutory audits.
- Enhanced proficiency in business communication and documentation with Microsoft Word.

Education

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF PAKISTAN – ICPAP **Islamabad, Pakistan**
Certified Public Accountant – CPA **Present**

THE CHARTERED INSTITUTE for SECURITIES & INVESTMENT (CISI) **United, Kingdom**
Capital Market Examination (CME-1) Saudi Arabia

- Introduction to Securities & Investment (International) - CME-1(A)
- General Saudi Capital Market Rules and Regulations - CME-1(B)

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF PAKISTAN – ICPAP **Islamabad, Pakistan**
Post Graduate Diploma in Public Accounting - PGDPA

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF PAKISTAN – ICPAP **Islamabad, Pakistan**
Advanced Diploma in Public Accounting - ADPA

INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN - (ICAP) **Lahore, Pakistan**
Chartered Accountancy **Continue**

- Assessment of Fundamental Competencies (AFC)
- Certificate in Accounting & Finance (CAF)

VIRTUAL UNIVERSITY OF PAKISTAN **Lahore, Pakistan**
Master of Accounting and Finance (MAF)

THE UNIVERSITY OF PUNJAB **Lahore, Pakistan**
Bachelor of Commerce (B. Com IT)

Skills

- IFRS
- MIS Reporting
- Accounts Management
- Full Cycle Accounting
- Internal Control System
- Financial Reporting
- AP & AR Management
- Petty Cash Management
- Bank Reconciliation
- Budgeting & Forecasting
- Accounts Reconciliation
- Value-Added Tax (VAT)
- Auditing
- SAP & Oracle ERP
- Odoo, Zoho & LN Cloud
- QuickBooks Online
- ZATCA Integration
- Microsoft Outlook
- Microsoft Office
- Spreadsheet
- Leadership
- Team Management
- Problem Solving
- Business Communication

Certifications

Certification in Finance & Accounting
English Proficiency Certificate
Professional Values, Ethics and Attitudes Course (PVEA)
Presentation and Communication Skills Course (PCSC-I)
ISO 9001:2015 Internal Auditor

Institutes

THE DIGITAL ADDA (TDA)
VIRTUAL UNIVERSITY OF PAKISTAN
INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN (ICAP)
INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN (ICAP)
ISO ARABIA - UAE