

## **KHURRAM PERVAIZ**

Ten years of progressive, comprehensive experience as an innovative accounting professional. Demonstrated ability to effectively plan, coordinate and meet deadlines of multiple assignments. Noted for positive rapport with coworkers and clients. Detail oriented, with a proven ability to successfully contribute to company objectives.

### **Senior Accounts Executive: Justice Motors Japan November'17 to Present:**

- Providing support for clients by learning about and satisfying their needs.
- Prepare Customers statements, bills and invoices
- Investigate and resolve billing and account discrepancies
- Manage and resolve customers queries
- Nurtured healthy customer relationships to ensure timely payment
- Assisted controller in creating and implementing new financial systems, procedures and policies to strengthen controls and streamline A/R processes.
- Manage the end of month, end of quarter, end of year closing and Financial Audits
- Ensure all sales invoicing and documents are implemented as per Company policy

## **PROFESSIONAL EXPERIENCE**

### **Junior Manager– Finance & Accounts                      Nov'10 till Dec'2016**

#### **Unilever Pakistan Limited (Head Office Avari Tower Karachi)**

#### **Key Responsibilities:**

- Manages intercompany processes and monitor KPI's.
- Prepared reports required by regulatory agencies and arranged for audits of company accounts.
- Provide Ad-hoc reports/information to senior personnel on request.
- Preparing purchase orders and contracts.
- Managing purchase requisitions and orders.
- Reviewing transaction to ensure proper accounting with established standards.
- Verification and processing of payments as per the company policies



#### **Contact Detail**

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R – 353 Sector No. 10  
Shadman Town,  
North Karachi.

#### **Skills**

- Working Knowledge of SAP accounts payable module R1P
- MS Outlook ARIBA.
- Strong presentation skills
- Fluent in English and Urdu.
- MS Office

#### **Other Details**

Date of Birth: 13.01.1984

Marital Status: Single

Nationality: Pakistani

- Verification of all the payment terms w.r.t. purchase order terms
- Managing all the vendors and brand team's queries for payments on daily basis.
- Timely & accurate payment to suppliers with strong emphasis on controls.
- Ensure external auditors' satisfaction on correct process of payments.
- Preparation of SOP's to implement day to day changes.
- Processing invoices with effective coordination with the offshore third party IBM Team (Bangalore) to resolve all the queries.
- Maintain MIS payment tracking report and share with the Agencies on weekly basis.

## **Invoice Processor**

**Feb'09 – Oct'10**

### **Unilever Pakistan Limited (Hyderabad Region Office)**

#### **Key responsibilities:**

- Responsible of processing the invoices of Karachi Tea Factory, Khanewal and all the sales branches
- Maintaining outstanding invoices record for issuance of Good receipt inspection report and forwarding it to relevant departments.
- Communicating discrepancies to buying department regarding invoices.
- Providing outstanding payment status to the suppliers.
- Provide supporting documents for audit purpose.
- Making cross check of the item description, quantity and rate between invoice, GRIR and purchase order.

## **EDUCATION**

- > MBA- Finance 2009 from University of EAST (Engineering Arts Science & Technology)
- > Bachelor of Commerce 2006 from University of Karachi.
- > Diploma in Business Administration 2002 from Sindh Board of Technical Education.
- > Matriculation in Science 1999 from Karachi Board.

## **AWARDS**

- Awarded for implementing Data Capture Invoice Workflow (DCIW).
- Awarded for maintaining the Payment on Time agenda (POT) to the vendors.
- Awarded for playing a Key role in implementing the in-house PR creation module of ARIBA.

*Reference shall be provided upon request*