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| **JUNAIDH**  Email: [junaidh.300591@2freemail.com](mailto:junaidh.300591@2freemail.com) | | | | | | | | C:\Users\webbersgroup\Desktop\junaidh m junath new.jpg | |
| **FINANCE PROFESSIONAL** | | | | | | | | | |
| **CAREER SUMMARY** | | | Energetic and dedicated finance professional having 5 years of experience in accounts, financial planning, auditing of which 1 year in Qatar and 4 years in India. Proficient in managing cash flows, ensuring optimum utilization of available funds, taking cost saving initiatives and identifying non-value added activities. Comprehensive background in financial modeling, analytical decision support and cost/benefit analysis. **Currently available in UAE on Visit Visa**. | | | | | | |
| **KEY SKILLS** | | Audit Accounting | | Budget development | | Account Management | Stock Analysis | | |
| Financial Reporting | | Business Consulting | | Taxation | Client Interaction | | |
| Cash flow analysis | | Audit reporting | | Bookkeeping | Transaction Processing | | |
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| **PROFESSIONAL EXPERTISE** | | | | | | | | | |
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| **TRADING EST**  QATAR  **LINK TRADING & CONTRACTING W.L.L** | | | | | **CHIEF ACCOUNTANT & INTERNAL AUDITOR**  (November 2015 – November 2016) | | | | |
| * Organize and supervise all aspects of accounts including the point to point supplier bills and Utilities Payments Schedules in order to provide timely, capable support to customers as well Accounts Manager. * Follow up of material imprest requisitions from various sites, checking availability of materials at stores, collecting quotations from local or international suppliers and comparison of prices and availability. * Active involvement in the preparation of L/C & Bank Guarantee, Debit & Credit Notes and TT payments. * Purchase orders preparation for local purchase and purchase orders for Imports. * Develop high level of competency in Accounts & Funds Forecasting and project all financial activities, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports * Liaise with Financial institutions and prepare necessary information needed for loans. * Ensure that Fund flow for various accounts are prepared for smooth flow of funds, besides ensuring that committed date of payment of obligatory expense, receipts are kept noted. * Ensure that a proper Fixed Assets Registers with their history jotted down carefully for easy identification. * Maintain focus on the Pricing of Imported goods by capturing all costs relating to the material imported. * Monthly Paymasters preparation, Employees accounts & P.F contribution payments with Govt. Authorities. * Develop annual expense plans and responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries. * Taking part in general accounting processes of inter-company fixed assets, accounting and financial reporting. * Implementing firm’s Accounting Policies and interprets guidance in regards to accounting transactions. * Work with external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests. * Maintaining integrity of stock ledger, non moving items and providing analytical support for Movement of inventory and stock age. * Maintains accounting controls by preparing and recommending policies and procedures. * Report to management regarding financial establishments at project level to ensure expense plans are achieved. * Perform and control the full audit cycle including risk management and control management over operations’ effectiveness, financial reliability and compliance with all applicable directives and regulations. | | | | | | | | | |
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| **BUSINESS CONSULTANCY SERVICE**  CALICUT  **INDIVIDUAL CONTRIBUTOR**  (DECEMBER 2014 – OCTOBER 2015)  **CLIENTS HANDLED:**   * Capstone Bath fittings * Aayaar Builders * Parker Randall Haris & Associates * Olive International Residency * Easy Fire bricks | | * Attended meetings with auditors to develop an understanding of business processes. * Facilitates an audit from start to finish, including creating and evaluating audit work programs. * Travelled to different sites to meet relevant staff and obtain documents and information. * Research and assess how well risk management processes are working and recording the results using software such as Microsoft Word and Excel. * Performed risk assessments on key business activities and using this information to guide what to cover in audits * Prepared reports to highlight issues and problems and distributing the reports to the relevant people. * Internal audit of various functions including internal control issues, Cost – Benefit, Rent – Buy analysis reports, etc. * Partnership Deed Preparation, Finalisation of Financial statement and Accounts Supervision. * Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc. * Provided Tax Related Consultancy and acted as an objective source of independent advice to ensure validity, legality and goal achievement. * Engage to continuous knowledge development regarding sector’s rules, regulations, best practices, tools, techniques and performance standards. | |
| **JYOTHI & CO CHARTERED ACCOUNTANTS**  CALICUT  **ARTICLE ASSISTANT /AUDITOR /ACCOUNTANT**  (September 2011 – October 2014)  **CLIENTS HANDLED:**   * SBT Bank * Federal Bank India * Upavan Resort * Royal Cartons Group | | * Internal audit of various functions including internal control issues, Cost – Benefit, Rent – Buy analysis reports, etc. * Timely reporting and presentation of critical issues to bring attention of management * Was part of the SBT Bank Annual Statutory Audit team for 3 years. * Participated in Concurrent Audit, Internal audit of hotels & resorts, banks and manufacturing companies. * Actively participated in various projects for Revenue enhancement and Cost reduction. * Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings * Tax audits,Vat Audit, Due Diligence Audit for Private Companies, individuals and firms * Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, Companies, Co-operative Societies, Trusts etc * Prepared Reconciliation’s Statements of Banks, Debtors and Creditors. * Auditing of Ledger, Cash Books and Day books both in manual and computerized system. * Performed monthly and yearly charts of different ratios of accounts * Prepared all type of Income Tax Returns and provided support and guidance to management on how to handle new opportunities * Supported management through risk identification, control testing and process improvement procedures. | |
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| **EDUCATIONAL QUALIFICATION** | | | | | | | |
| * **CA-Finalist** from Institute of Chartered Accountants of India, Delhi. * **Bachelor of Commerce** from Bharathiar University, Coimbatore. | | | | | | | |
| **TECHNICAL SKILLS** | | | Accounting Packages  MS Office | | Tally, Hot soft, Peachtree, Adler and Quick books.  MS Word, MS Excel and MS PowerPoint. | | |
| **TRAINING ATTENDED** | | | | | | | |
| Completed 100 hours of IT Training from Institute of Chartered Accountants of India. | | | | | | | |
| **PERSONAL PROFILE** | | | | | | | |
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|  | | Date of Birth | | 22 January 1992 | |  | |
| Nationality | | Indian | |
| Marital Status | | Single | |
| 3 | |  | |
| Languages Known | | English, Malayalam, Hindi and Arabic. | |
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| **DECLARATION** | | | | | | | |
| I hereby declare that all the information furnished in this document is true to my knowledge and belief. | | | | | | | |
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