**Junaid**

**Areas of Specialization**

* Advanced Audit & Assurance Services
* Corporate & Financial Reporting & Analysis
* Advanced Financial Management
* Internal and Forensic Audits and Controls’ Evaluation

**Computer Proficiency**

Well versed with the latest versions of the following:

* Microsoft Office:

Microsoft Word, Excel, Power Point, Outlook

* Working knowledge and/or audit experience of essential computing programs such as:
* Fact ERP
* Quick Books
* Peachtree
* Fiscal ERP
* Tally ERP
* Other ERP Soft wares

**Languages**

1. English - Professional
2. Urdu - Native
3. Punjabi - Native
4. Arabic – Basic

**Key Personality Traits**

* Strong analytical, written / verbal communication, interpersonal skills;
* Systems knowledge and familiarity;
* Team worker, Problem solver, Disciplined & Upholding professional

**Personal Details**

* Date of Birth: 8 March 1985
* Nationality: Pakistani

**Personal Details**

Reference will be furnished when requested.

(*Experienced Accounts, Finance and Audit Professional*)

E-mail: **Junaid.334169@2freemail.com**

**Career summary**

A result oriented professional having "Can Do" attitude towards my professional responsibilities with more than 7 years of progressive experience in Accounts, Finance, Internal and External Audits, System Audit, Preemptive Investigation, Forensic Audits and Internal Controls Evaluation in diverse business domains.

**Professional Qualification**

**Certification Institute**

Chartered Accountant **Association of Certified Chartered Accountants**

 **(ACCA - UK)**



Advance Diploma in **Association of Certified Chartered Accountants** Accounting and Business **(ACCA - UK)**

****Graduation B.Com **University Of Punjab**

 **(Lahore - Punjab)**

**Academic Qualification**

**Grade Course**

A Intermediate in Medical Sciences (FSC)

A+ Matriculation –Science

**Experience Profile**

**Senior Financial Consultant**

From March, 2015 to Present **Al-Aseel Accounting Consultants**

 Dubai, U.A.E.

***Summary of* *Services Offered & Provided:***

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| * Accounting & Bookkeeping Services
* Accounts Department Implementation and Setup Services
* Financial Director Services
* Management Information Report Implementation Services
* Preparation of Financial statements as per GAAPs and IASs/ IFRSs
* Payroll Processing Services
* Part-time Accounting Services
* Backlog Accounting Services
* Supervision during implementation of Accounting & Inventory Softwares
 | * Back Office and Outsourcing Services
* Business Transaction Process Services
* Data Management Services
* Implementation and Designing of Internal Controls and Policies & Procedural Manuals for Companies
* Internal Audit Department Outsourcing
* Internal Controls Evaluation Services
* Auditing Services
* Budgeting and Forecasting Services
* Preparation/ attestation of feasibility reports
* Other accounts and finance related Services
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1. **Group Accountant (Finance) **

From Nov, 2013 to Feb, 2015  **Bilal Group of Companies**

Dubai, U.A.E.

***Summary of* *Tasks & Responsibilities:***

***Payables /General:***

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| * Reconciliation of Suppliers Statements with Company Statement on monthly basis.
* Reconciliation of Parent and Subsidiaries accounts on monthly basis.
* Preparation and Posting of Payments of Supplier’s on monthly basis.
* Posting and Validation of Invoices not posted by store dept. and processing them further for payment.
* Aging Analysis on Monthly basis.
* Coordinate with External Auditors for Payables.
* Coordination with Store Department regarding the Supplier’s Invoices.
* Coordination with suppliers regarding discrepancies and their settlement.
* Post Journal entries in computerized accounting system.
* Review and record all month end closing related entries.
* Allocate the common expenses to all operational divisions.
* Provide the detail and account breakup and inquires to all division manager.
* Allocating Asset Codes to the newly purchased Assets and maintaining the Asset File for Managerial use.
* Preparation of Depreciation Schedule and booking of Depreciation Expense on monthly basis.
* Preparing detail analytical reports that underlying trends could be well understood by management for decision making.
* Assisting Manager Finance in managing Bank Funds of Parent and Subsidiary Companies.
* Coordination with the Banks regarding payments and deposits.
* Prepare the Monthly Reports for Management.
* Reporting to Group Finance Manager.
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1. **Group Internal Auditor **

 From Nov, 2012 to Oct, 2013 **Bilal Group of Companies**

Dubai, U.A.E.

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***Summary of* *Tasks & Responsibilities:***

***Group Internal Auditor:***

* Planning Individual Audits, defining Audit Objectives and preparing Audit Plans.
* Internal Audit Review of the Subsidiaries and Associates to assess the adequacy of the overall financial control environment, assess the adequacy of key financial and accounting internal controls, evaluate compliance with significant corporate policies and procedures, and identify opportunities for process and internal control improvement.
* Reviewing Compliance, ensuring that the Organization is adhering to Rules, Codes or Practice, Business Ethics, Internal Guidelines and Principles.
* Prepares timely audit reports for executive management, the Audit Committee and the Board of Directors on MS Power Point and Word.
* Reconciliation of Sales, Billing and Operational Data on daily basis and reporting the discrepancies to the Senior Management.
* Performs audit procedures to verify that controls are operating through testing and interviewing techniques.
* Analyses and concludes on effectiveness and efficiency of control environment.
* Identifies control gaps and opportunities for improvement.
* Documents the results of audit work in accordance with audit department and the International standards of auditing.
* Contributes, as appropriate, in the year-end financial audit with the external auditor.
* Collecting and reviewing Financial Accounts and other data.

**Audit and Accounts Trainee Officer**

From Jun, 2010 to Oct, 2012 **M.A. Chaudhari Co. & Chartered Accountants**

 Gujranwala, Pakistan

***Summary of* *Tasks & Responsibilities:***

* Initial planning of job, obtaining understanding of client business and identifying significant risk areas during the process
* Perform analysis of the external environment of the client to identify the impact of macroeconomic factors affecting the client’s business and stakeholders’ influence
* Assessment of control risk, designing and performing test of controls and reviewing the work performed by audit assistants.
* Designing the substantive procedures based on Audit Methodology in consultation with engagement executives
* Evaluating the results of overall analytical procedures
* Review of financial statements to ensure their compliance with IFRS or IAS.
* Preparation of other deliverables such as, management letter highlighting control weaknesses identified during the audit
* Meeting with client to resolve any audit issues identified during the assignment and finalization of assignment
* Making use of various Accounting Soft wares of Clients such as Peachtree, Tally etc.

**Accounts Assistant Officer **

From Sep, 2006 to Apr, 2008  **Wintech International**

 *Sialkot*, Pakistan

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***Summary of* *Tasks & Responsibilities:***

* Preparation and maintenance of Books of Accounts and General ledger.
* Maintenance and reconciliation of Payable and Receivable ledgers.
* Liaison with Banks and Bank Reconciliation.
* Petty Cash & Funds Management.
* Preparation of trial balance and monthly Financial Statements.