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| Junaid  [Junaid.251050@2freemail.com](mailto:Junaid.251050@2freemail.com) |
| knowledge24x24iconsProfile Summary   * MMS (Finance)with **over 8 years** of experience in **Accounts and Finance.** |
| * Proficient in ensuring maintenance of proper records as per the audit requirements & documentation of all high risk areas and identifying the improvement areas * Pivotal in achieving cost saving through verification of cost centre in the company * Expertise in planning & executing monthly / quarterly / annual closure schedules, providing monthly financial statements and administering the monthly closing process * Skills in reviewing & enhancing all financial procedures and internal controls, automating & integrating financial information systems, preparing financial forecasts with coordinated budget projections, and developing a plan to finance significant unfunded capital authorizations * Resourceful in managing accounts payments, reconciling the cash reconciliation report and reviewing & discussing the general ledger with employees   An enterprising leader with skills in leading personnel towards accomplishment of common goals |
| core24x24iconsArea of Excellence |
| |  |  |  | | --- | --- | --- | | Accounts & Finance | Reporting & Documentation | Receivables & Payables Management | |  |  |  | | Bank Reconciliation | Budgeting | Payroll Management | |  |  |  | | Claims Management | Team Management | Liaison & Coordination | |  |  |  | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | softskills24x24iconsSoft Skills   |  |  | | --- | --- | | Change Agent | Motivational Leader | | Collaborator | Communicator | | Thinker | Planner | | career24x24iconsCareer Timeline | | **Nov’03 – Feb’08 Beaming Investment and Securities Pvt. Ltd.**  **Sep’08 – Jun’11 Catalyst Managerial Services DMCC** |
| exp24x24iconsWork Experience    **Feb’12-Nov’14 Takenaka Corporation, Doha, State of Qatar as Senior Accountant**  *(New Doha International Airport, Doha, State of Qatar)*  **Role:**   * Reviewed & analysed the payment certificates issued by QS Department and ensured rectification of the same as per the requirement * Updated & maintained: * Estimated (Future) cost of the project on monthly basis and presented the same to the management * Sub-contractors books of accounts accurately * **Offered assistance to the Commercial Department in managing the claims at the time of dispute.** * Liaised with the external auditors during yearly audit process * Monitored bank statements on daily basis * Prepared Letters of Credit, Letters of Guarantee, Advance Payment Bonds and Performance Bonds   **Highlights:**   * Merit of achieving cost saving through verification of cost centre in the company * Competently followed up for projection income & expenses with Balance of Quantity Document that helped in overall project cash inflow and outflow * Automated the preparation of Overall Cost Reports using Noria Software that previously required much more hours of efforts per week * Improved the timeliness of month-end financial reporting from approximately 7 to 3 days * Provided information on financial status by preparing special reports such as Prolongation and Escalation of Time Report, Report on Sub Contractors Value Paid and Outstanding for Head Quarters in Japan, Overall Variance Analysis Report to be presented to the management in Qatar on fortnightly basis * Devised internal processes, controls & systems to ensure operational excellence     **Aug’06-Feb’12 Construction Development Company LLC, Doha, State of Qatar as**  **Assistant Accounts**  *(New Doha International Airport, Doha, State of Qatar)*  **Role:**   * Updated: * Journal entries in the accounting software * Fixed assets book with additions, deductions and depreciation * Issued accounts receivable & payable vouchers to Sub Contractors. * Managed petty cash and recorded the required entries in the system * Maintained: * Payroll of workers * Diesel & water receipts and consumption files of the same   **Highlights:**   * Played a key role in ensuring reduction in diesel consumption by approx.15% for generators used on the sites; prepared monthly consumption report of the same * Assisted the Manager in preparation of budget worth USD700 Million for all the projects executed in 5 years * Merit of introducing Forecast Cash Flow Concept for maintaining the ageing report accurately   Description: edu24x24iconsEducation   * International Certification in Wealth and Investment Management from Bombay Stock Exchange Institute Ltd. in affiliation to CISI (Chartered Institute for Securities & Investment), UK in 2015 * Master of Management Studies (Finance) from Anjuman e Islam Allana Institute of Management Studies, Mumbai, Mumbai University in 2006 * B.Com. (Accounting & Auditing) from DBJ College of Arts, Commerce & Science, Chiplun, Mumbai University in 2004   softskills24x24iconsIT Skills   * Noria (ERP backed accounting system) and Tally * MS Office (Excel, Word, PowerPoint &Outlook) and Internet Applications |
| personaldetails24x24iconsPersonal Details |
| Date of Birth:                    12th December 1982  Nationality: Indian  Marital Status: Married  Languages Known: English, Hindi, Marathi& Urdu  No. of Dependents: 4  Visa Status: UAE Visa - Visit Visa until 5th April 2016.  NOC of Qatar: Available. |
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