

## JUNAID KHALID

Cell No.: +971506268473  
E-mail: junaidkhalid071@gmail.com  
Ability to Join: Immediately  
Date of Birth: 06-08-1989  
Driving License: UAE Driving License



### Career Objective

Ambition to work in a challenging and dynamic environment, which could encourage maximum growth and training for a successful professional career and offer advancement of opportunity.

### Profile Summary

- Competent Accounting & Finance Professional with **7+ years** of rich experience within diversified industries.
- Expertise in maintenance, review and monitoring of Financial Statements, Policies and Procedures, Budgets, Management Reports, General Ledger, Income/ Revenue, Expenses, Assets, Accounts Payable, Accounts Receivable, Inventory Control, Fixed Assets, Working Capital, Functions and Processes of an Organization.
- Possesses knowledge of International Financial Reporting Standards (**IFRS**), International Standards Auditing (**ISA**)
- Exposure of accounting packages **M.s Dynamics GP, M.s Dynamics Navision, Fact ERP, Tally ERP, Peach Tree & Quick books** utilized in streamlining operations.
- Proactive and strategic team leader with excellent analytical, problem solving, decision making, organization, coordination and communication skills.

### Professional Experience Snap Shot



#### Senior Accountant

BBIH-Advance Integrated Services, Abu Dhabi

March 18 – February 21



#### Senior Accountant

AL Khaja Group, Dubai

April 15 - May 17



#### Trainee

TAGM Chartered Accountants, Pakistan

September 12 - December 14

### Professional Qualification

#### Chartered Certified Accountant (ACCA)

Association of Chartered Certified Accountants (UK)



#### Bachelor's (B.com)

University of Punjab, Pakistan

## Job Description

### Senior Accountant

#### **BBIH-AIS, Abu Dhabi**

- Preparing monthly, quarterly & annual closure of financial records by presenting **Financial Statements and Financial Analysis** with detailed project wise **Profit & Loss statement** for the Management.
- Assisting Finance Manager in annual **Budgets & quarterly Forecast reports** and reviewing financial variances among **Actual/Budgeted/Forecasted financial** results on monthly basis and reporting on significant variances.
- Preparing **Actual & Forecasted Cash** flows on Daily & Monthly Basis.
- Managing working capital of respective BU, by maintaining daily **Fund position** report.
- Responsibility for ensuring compliance of **VAT** data collection, review, preparation of VAT Report and payment of monthly tax liability.
- Ensuring timely completion of Taxable invoices in order to reduce the monthly **VAT liability**.
- Researches and resolves **G/L & intercompany imbalances**
- .Ensure the recording of **Capital Expenditure** and monthly depreciation in fixed asset module in timely manner
- Coordinate for processing and Review of all the **Payments to vendors** as initial approval.
- Liaise with **internal Auditors, external auditors, Banker, Suppliers & Customers**.
- Ensure ongoing **reconciliation** of vendors, receivables banks and VAT.
- Ensure timely closing of **monthly sales** and submission of invoices to clients.
- Plan, assign and review staff's work
- Review **petty cash** transactions; ensure timely booking and reconciliation of cash in hand along with respective balances of the cash holders.
- Any other tasks assign by Finance Manager/Financial Controller.

### Senior Accountant

#### **Al Khaja Group, Dubai**

As a Senior Accountant My responsibilities are:

- Supervising and Finalization of monthly, biannually and Annually **Financial Statement** (Profit & Loss, Balance Sheet and Cash Flow Statement) of Food & Beverages Division having 125 Outlets.
- Compilation of **Group Financial Statement** including Retail Division, Contrast Division and EPU Division
- Finalization of **Group Sales** with reconciliation of Accounts & IT sales from POS.
- Preparation and Presentation of **Group Sales Comparison** report monthly to Chairman.
- Preparation of **Targets** of 125 Outlets of F&B.
- Preparation of **Monthly Commission** to the outlets and getting approval form Chairman.
- Preparation of **Fixed Asset Register** and arrangements for its **physical verification**.
- Supervising the timely completion of **Salaries** of the group.
- Finalization and Analysis of **Food Cost** every month.
- Preparation of **Purchasing Efficiency Report**.
- Review the **Payment Process**.
- Preparation of **Sales to Rent ratio** monthly with comparison of Lease period and identify changes.
- Preparation of **Royalty** for Gloria Jean's (AUS), Auntie Anne's (USA) and Hediard (FRA).
- Approving monthly **Sales Submission** and sending to mall managements and any other submission requirement for Trade License renewal purpose.
- Supervise and making arrangements for **Sales Audit** as per the requirements of Lease Contracts.
- **Rent Expense and Prepayment** calculation on monthly basis
- Compilation of Group **Overhead Expense**.
- Approve **Petty Cash** of Outlets and Production Division.
- Any other task assign by Finance Manager.

## Achievements

- Actively participated in Implementation of Microsoft Navision at Al Khaja Group and provided the data required by consultant for completion of Financial and Inventory Module.
- Implemented system to reduced redundancy in data entry to form proper reporting system.
- Implemented system to produce Project wise profitability in summarized way.

### Information Technology Skills

- Microsoft Navision
- Fact ERP
- Tally
- Microsoft Office
- Quick Books

### Language Skills

- English
- Urdu