JUNAID KHALID

Cell No.:+971506268473E-mail:junaidkhalid071@gmail.comAbility to Join:ImmediatelyDate of Birth:06-08-1989Driving License:UAE Driving License



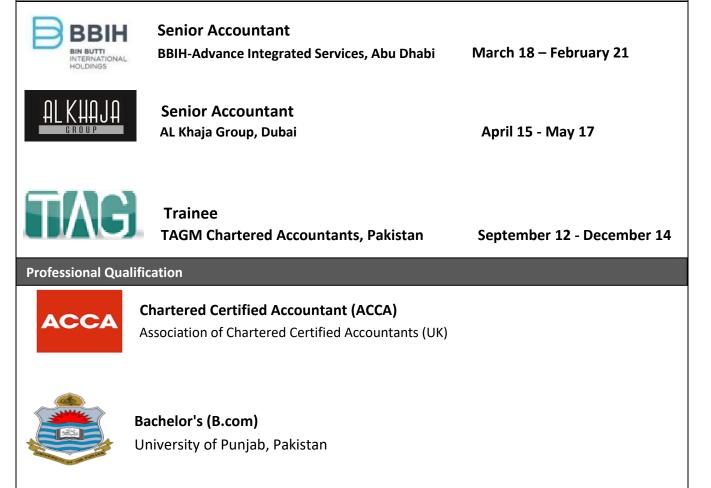
Career Objective

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



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 AI 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		Language Skills
Microsoft Navision	Microsoft Office	English
Fact ERP	Quick Books	➤ Urdu
Tally		