



# AHMED JUNAID

Dubai, UAE | Phone : +971 543961289 | Email : [ajubmksd@gmail.com](mailto:ajubmksd@gmail.com)

General and Financial Accountant with 6 years of experience in the UAE, track record in IT and Manufacturing sectors. Proficient in UAE Tax Computation and filing. Responsibilities spanning Accounts, Finance, Payroll, UAE Tax filing, Accounts Payable and Receivable. Proven ability to ensure financial accuracy, compliance, and efficiency within dynamic corporate environments. Known for keen attention to detail, strong analytical, financial planning and reporting skills, and a commitment to optimizing financial operations. Seeking to bring my expertise in financial management and technological proficiency to contribute significantly to a forward-thinking organization.

## Skills

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- UAE VAT computation and filing.
- Financial statement preparation and analysis.
- Cash flow management.
- General and financial account management.
- Bookkeeping.
- Payable and Receivable Management.
- Inter Accounts & Bank statement reconciliation.
- Intercompany transaction management.
- Group financial statement consolidation.
- Financial reporting using income and expenditure data.
- Payroll Processing and Management
- Proficiency in QuickBooks software

## Experience

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**FINANCIAL ACCOUNTANT**  
**SYSTECX IT SOLUTIONS, DUBAI**  
**03/01/2022 - PRESENT**

- Gathering, evaluating, and validating all group company documents.  
(Sister companies in Singapore, Malaysia, India, and Indonesia)
- Preparing and analyzing financial statements for individual companies within the group.
- Day-to-day management of general and financial accounts, as well as bookkeeping.
- Preparing weekly payable and receivable aging reports, reporting to departments, and ensuring prompt customer collection and supplier payments.
- Monthly reconciliation of bank statements, accounts payable, and accounts receivable.
- Managing and reconciling group-wide intercompany transactions and settlements.
- Consolidate financial data from multiple entities to create group financial statements.
- Generating company's financial reports using income and expenditure data

- Compile all companies' revenues and liabilities and keep an eye on financial information.
- Managing profit and loss and balance sheet statements, as well as forecast costs, sales, and expenses.
- Cash flow and expenditure control, preparation, and monitoring of cash flow statements.
- Preparing VAT returns, Computing taxes, and, as necessary, advise management on payment and other necessary actions.
- Getting ready for a monthly Auditing, Coordinating with both internal and external auditors.
- Creating department-specific and company-wide budgets.
- Monitoring and reporting on accounting discrepancies.
- Analyzing financial trends and conducting detailed risk analyses to assess potential investments.
- Performing month-end and year-end account closings.
- Managing comprehensive asset scheduling, ensuring accurate recording, and tracking of company assets.
- Verifying and approving each sales order by keeping an eye on the profit margin;
- creating and maintaining staff KPI data; and reporting staff performance to the department head.

#### **GENERAL ACCOUNTANT**

**SAPPHIRE PLASTIC PRODUCTS MFG LLC, AJMAN**

**03/12/2017 to 31/12/2021**

- Managing day-to-day accounting tasks and Bookkeeping.
- Dealing with Accounts Receivables and Accounts Payable
- Summarizing current financial status and preparing Balance sheet & Profit and Loss Statement Handling with Assets-Addition, Transfer, Depreciation and Period close
- Reconciliation of Ledger, sundry debtors, creditors, bank, and inter-company accounts.
- Providing financial information to the management & preparing reports
- Preparing up to Final Accounting and Account closing
- Estimation and Preparing Quotation
- Managing Payroll and Staff Settlements
- Managing Cash & Cheque flows
- Daily reporting to the General Manager
- Compute taxes owed and prepared tax returns, ensuring compliance with payment, reporting, and other tax requirements.
- Well experienced in writing journal entries and using QuickBooks software for posting all transactions.

#### **JUNIOR ACCOUNTANT**

**METRO GROUP, DUBAI**

**07/2017 to 11/2017**

- Collecting, Analyzing & posting daily supplier bills
- Updating Accounts payable and performing reconciliation
- Assisting for preparing Staff working timings and preparing final sheet for Salary preparation
- Assist with reviewing of expenses, payroll records as assigned.

- Post and process journal entries to ensure all transactions are recorded.
- Prepare and submit weekly and monthly reports.
- Reconciliation of Bank every month
- Performing as Cashier in their absence

## Education

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### **BACHELOR OF COMMERCE**

SURESH GYAN VIHAR UNIVERSITY

### **HSE IN COMMERCE**

NATIONAL INSTITUTE OF OPEN SCHOOLING, INDIA

### **CERTIFICATE OF INDIAN AND FOREIGN ACCOUNTING**

SANKARACHARYA COMPUTER CENTER

*Major – QuickBooks, Tally & Peachtree software*

### **CERTIFICATE OF CUSTOMER SERVICE EXECUTIVE**

NATIONAL SKILL DEVELOPMENT CORPORATION, INDIA

### **POST GRADUATION IN ARABIC LANGUAGE AND MORAL STUDIES**

QUTHBUZZAMAN EDULAND, INDIA

## Language

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English, Arabic, Hindi, Urdu & Malayalam.

## Personal Details

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Date of Birth      3 Dec 1993

Marital Status      Married

Visa Status      Employment