



# JUNAID AHMED

## Accountant

### Contact Me

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Hamdan Street  
Abu Dhabi, United Arab Emirates

### Other Info

#### Skills

Wings, Tally, Ms Office.  
Customer Service.  
Customer Relationship.  
Auditing, Accounting.  
Calculate VAT.  
Payment processing.  
Bookkeeping.  
Tax return filing.  
Account reconciliation.  
Expense management.  
Financial data analysis.  
Month-end documentation.  
Financial reporting.  
Property showing.  
Contracting.  
Maintenance planning.  
Handling Customer Complaints.  
Pricing strategies.  
Hard working.  
Time Management.  
Inventory Control.  
Staff Training and Development.  
Dependability.

#### Languages

English, Hindi



### About Me

Accountant with experience in corporate and personal accounting. Improves business cash flow through focused reporting and analysis.  
Auditor with experience in developing and implementing audit plans. Developed and presented audit findings to executive management, resulting in the implementation of corrective actions.



### Experience

2021 - 2023

#### Vijay Sales Ind Pvt Ltd | Auditing

Cross Checked audit files with associated documentation to ensure appropriate levels of supporting evidence.  
Assisted and advised the audit team on formulation of audit strategy and planning.  
Completed audit assignments related to year-end accounts, Vat Payments.  
Completed paperwork to required standards and independently corrected errors.  
Kept office documentation and filing system organised and updated.  
Managed resources between multiple audits and submitted weekly reports to inform the store manager.  
Analysed and updated stock levels to achieve accurate, reliable inventory management.  
Managed strategic stock planning and forecasting, assisting company delivery against purchase targets.  
Prepared audit reports to highlight issues, liaising with managerial staff and presenting findings to resolve.  
Participated in special investigations into allegations of fraud, theft or corruption and prepared reports and analysis.

2019 - 2021

#### Al Buteen Coast Contracting And Maintenance. (Abu Dhabi UAE) | Assistant Accountant

Preparation, validation and submission of monthly and quarterly VAT returns submitting to FTA.  
Handle VAT reporting (payables and receivables).  
Generated quarterly financial reports to detail company revenues and expenses.  
Produced monthly and year-end closing statements, financial documents and invoices.

## Hobbies

Swimming, Exercises

## Personal Information

Nationality :- Indian

Passport no. :- M4071754

Visa status. :- Visit visa

Marital status :- Married

Prepare and manage all documents in line with VAT regulations and other related activities.

Handling Property Management rental Contracts.

Maintained accurate records of Tenancy contracts expiring.

Making payment vouchers and customer's payment follow up.

2016 - 2018

### Panzer Technologies | IT Recruiter

Conduct in meetings with clients to agree on qualification criteria for candidates.

Source and contact passive candidates through Job Portals and companies own databases.

Screen resumes and job applications.

Interview candidates and provide hot lists of qualified potential hires.

Update clients on hiring status (e.g

Number of screened candidates).

Prepare candidates before interviews with clients.

Keep detailed records of past applicants' information, including resumes, assignments and interview evaluations.



## Education

2015 - 2016

### Osmania University | Master of Business Administration

2012 - 2014

### Osmania University | Bachelor Of Commerce

2009 - 2012

### Board Of intermediate | Intermediate