

JUNAID PVSenior Manager of Finance and Accounts

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A competent professional, targeting assignments in Finance & Accounts with an organization of high repute for mutual growth

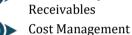


- A result-oriented professional offering over 2 years of experience in Operations Management/ Finance & Accounts
- Proficient in managing accounts & finance functions, including maintenance & finalization of accounts, budgeting, cash flow statements, profit monitoring, auditing & taxation, MIS reporting, building internal financial controls, VAT & more
- Strong Knowledge of International Financial Accounting Standards and auditing standards
- Skilled in developing, implementing, and reviewing operational policies and procedures
- Identifying needs for training & conducting regular training sessions for new joiners as well as team members
- Experienced in conducting risk-based internal/statutory audits, designing robust control mechanisms for financial reporting
- Capable of managing accounting functions up to finalization of accounts, preparing financial statements including balance sheets, and consolidation of group and subsidiary companies
- Effective problem-solving skills, utilizing superior interpersonal and communication abilities

CORE COMPETENCIES



Accounts Payables/





Financial Planning & Analysis



MIS Reporting & Documentation



Monthly Account Reconciliations



Team Building & Leadership



Mar'22 - Apr'23: Manappuram Home Finance Ltd., Mumbai as Senior Manager of Operation Key Result Areas:

- Managed a team of 16 members
- Orchestrated budgeting, reporting, planning, and auditing processes, resulting in a 15% reduction in operational costs
- Identified and addressed problems and opportunities for the company
- Supported worker communication with the management team
- Conducted internal audits and coordinated with the compliance team to meet regulatory requirements
- Conducted surveys and got feedback to modify products based on customer demand and market
- Managed project progress and adjusted tasks as required
- Maintained strategic relationships with clients and exhibited strong relationship management skills
- Developed a comprehensive understanding of client requirements and recommend suitable solutions
- Conducted interviews to recruit talent and managed the appraisal process across levels

Apr'21 - Feb'22: M. Ramkumar Menon & Co. (Chartered Accountants)

Kev Result Areas:

- Engaged in Bank Audit & NPA Checking
- Handled GST Return
- Income Tax Return Filing
- Managed documentation

Jan'17 - Dec'17: Malabar Traders., Accounting Bookkeeper

Key Result Areas:

- Managed purchase and Sales
- Matched purchase orders with invoices and recorded necessary information
- Reviewed and processed client electronic payments and cheque deposits
- Handled billing
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits



Oct'18 - Mar'20: The Kerala State Civil Supplies Corporation Limited (Supplyco) as Accounts Trainee Highlight:

- Engaged in Bank reconciliation, Stock reconciliation as well as monthly sales summary report
- Managed Accounts Payable and Accounts Receivable
- Finalized of Accounts and prepared financial reports
- Completed payroll for employees and maintained detailed records of procedures



- Analytical
- Collaborator
- Communicator
- Innovator
- Motivator
- Interpersonal
- Quick Learner





CMA from Institute of Cost Accountants of India in 2021



Bachelor of Commerce from Bharathiar University in 2019



12th from GMHSS CU Campus in 2014



- Tally ERP
- MS Office: Word, Excel & PowerPoint
- Accounting Software

CERTIFICATION

- CMA Institute of Cost Accountants of India
- COMPUTER TRAINING (MS OFFICE AND TALLY ERP) Institute of Cost Accountants of India
- ❖ GROUP DISCUSSION PROGRAM Institute of Cost Accountants of India

PERSONAL DETAILS

Date of Birth: 14th November 1996

Languages Known: Malayalam, English, Hindi, and Tamil

Address: Deira, Dubai, UAE