



JUNAID PV

Senior Manager of Finance and Accounts

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

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PROFILE SUMMARY

- ❖ 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/
Receivables



Financial Planning & Analysis



MIS Reporting &
Documentation



Cost Management



Monthly Account Reconciliations



Team Building & Leadership



WORK EXPERIENCE

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)

Key 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



ARTICLESHIP

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



SOFT SKILLS

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



EDUCATION



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**



TECHNICAL SKILLS

- ❖ 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