

**JUNAID SHAOOR**

***Accounts Manager***

**CONTACT**

**ABOUT ME**

Dedicated Accountant with 14 years of experience developing and implementing strategies, processes and controls; establishing accounting functions, systems and best practices; payroll administration, corporate accounting, not for profit accounting, and accounts payable. Well organized, highly motivated, efficient, anddependable. Seeking a workplace that inspires a collaborative environment and opportunities for professional growth while respecting the need for work-life/leisure-life balance.



Dubai, UAE

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***EXPERIENCE***

+971 583 052 269



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**Kazani Group of companies, Pakistan (Builder and Developer)**

**CHIEF ACCOUNTANT**



2018-2023

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* Directed the day-to-day operations of the accounting staff that included accounts payable and accounts receivable, aging, debit note & credit note
* Responsible for the full accounting cycle including financial reporting, statement analysis, monthly reconciliations, and cash management for two companies.
* Administered and developed current accounting policies and procedures to improve the accuracy and timeliness of all financial data prepared the monthly financial packages that included the balance sheet, income statement, cash flows, and supporting schedules.
* Focus on tax compliance, state business registration, contract review, and tax filing returns such as VAT, Sales Tax, and Income Tax
* Coordinated quarterly and year end audit schedules that included financial reports, inventory evaluation, fluctuation analysis, and quarterly state of the business.
* Support HR functions such as maintaining employee records, coordinating recruitment activities, and assisting with payroll processing.

Facebook.com/amaan.junaid.12

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**ACCOUNTING SKILLS**

* Financial Reporting
* Budgeting and Forecasting
* Cost Management
* Inventory Management
* Cash Flow & Management
* Strategic Planning
* Financial Analysis
* Audit and Compliance
* IRFS/ US GAAP
* UAE VAT & Corporate Tax Filing and returns

**CHIEF ACCOUTANT/
EXPORT & IMPORT MANGER**

**ALPHA GARMENTS AND TEXTILE MILL-PAKSITAN**

2013-2018

* Manage and oversee the daily operations of the accounting department and authorizing the daily accounting entries and transactions, overseeing the accounts receivable, accounts payable and general ledger.
* Maintain accounting controls by preparing and recommending policies and procedures
* Liasoning with auditor for completion of annual financial and tax audits.
* Summarize current financial status by collecting information, preparing financial statements as per the statutory requirements for group of company.
* Managing the company’s shipping operations, including scheduling appointments with shipping companies.
* Dealing with bank for the opening of Letter of Credit and prepare documentation related to import and export.
* Coordination with government authorities for the custom clearance and look possibilities to reduce the tax and filing monthly report to custom department

**SOFTWARE SKILS**

Oracle EBS R12

Peach-Tree-Accounting

Tally-Accounting

Office Automation-2019

QuickBooks-Accounting

* Preparation of staff & worker’s salaries of more than 500.
* Meeting regularly with suppliers or customers to establish new business relationships or maintain existing one.
* Track the shipment and inventory by monitoring the flow of goods in and out of the warehouse to ensure that they are properly stored and accounted for
* Handling preparation of MIS Reports and various statements which depict analysis for key indicators.
* Filing of monthly, quarterly and Annual GST returns and applying for GST registration and cancellation.

**ACHIVEMENTS**

Successfully managed PKR. 1-2 Billion Budget Project and successfully achieved the project Schedule goals

Identified and implemented cost-saving measures, leading to a 10% reduction in operational expenses.

* Deal and arrange meeting with key stakeholders’ e.g. key suppliers, customers and banks. Prepare valuation of Inventories (Raw materials and Finished Goods) on monthly, quarterly and annually basis.
* Record and maintain fixed assets records related to acquisitions, disposals and maintaining fixed assets register.
* Responsible for daily Administrative activities including all payments are made on time for utilities in coordination with different departments
* Coordinated and Conduct year end audit schedules that included financial reports, inventory evaluation, analysis.
* Managing inventory by monitoring the flow of goods in and out of the warehouse to ensure that they are properly stored and accounted for
* Preparation of monthly, quarterly and annual financial statements for management to review and compared with budget for necessary actions.
* Handle monthly, Quarterly and annual closing.
* Handle the P2P cycle, process vendor invoices and manage vendor queries.
* Ensure the proper recording of sales and purchase by reviewing source documents and proper cut off at month end.
* Prepare weekly account payable and receivable reports and aging analysis.
* Prepare monthly GL and Sub Ledger reconciliation, ensuring there is no miss-match between purchase order system and ERP.
* Prepare other key reconciliation statements e.g. monthly vendor reconciliation for all vendors, bank ledger reconciliation, and customer ledger reconciliation.
* Create payment for periodic pay runs for all vendors.
* Keep track records of payables, approved vendors list and credit period, terms and conditions etc.
* Petty Cash management, including weekly cash forecasts, replenishment of funds and arranging Approval for Expenditures

**2009-2013**

**Rohn Products International Arabia Ltd, Saudi Arabia**

**SENIOR ACCOUTANT**

Mentored and trained junior staff, resulting in a increase in team productivity.

**HOBBIES**

ENGLISH



Music

Available on Request

**REFERENCE**

**LANGUAGES**



Reading



Sports



Internet



Travel



Movie

ARABIC

URDU

***QUALIFICATION***

B.COM-IT

2004-2006

Subject that we have studied in B. Com-IT Business Communication, Financial Accounting, Taxation Management, Introduction to Business, Financial Statement Analysis, Principles of Management Business Mathematics & Statistics, Cost & Management Accounting, Business & Labor Law, Economics, Consumer Banking, Principles of Marketing

Punjab University, Pakistan

2006

Certificate in Certified Account Manager, Sale & Income Tax

**CERTIFICATES**