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| *Syed Junaid Ul-haq Jafri* | ***Syed Junaid Ul-Haq Jafri ACMA*** ***Accounts Professional******Mobile:*** *+97155-6035241* ***E-mail:***junaidjef@gmail.com |
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| ***PROFILE SUMMARY*** |  |
| ACMA Professional (Associate Member of Cost & Management Accountant of Pakistan) with around 10 years of experienced in Accounts & Finance dept. seeks placement within any challenging work environment to maximize the potential of education, experience and gained skills. Expertise in management reporting, accounts management, preparation of financial statements, VAT, fund management, costing, ageing analysis, posting journal entries, internal audit and bookkeeping. Well-organized team player with excellent analytical, communication, coordination, problem solving, and time management skills. Well versed with Oracle Based ERP Software EBIZ FRAME, Oracle Based ERP Software GTECH and Quick Books, Sage, Tally & Peachtree accounting. Can perform under work pressure and deliver accurate financial reports. |
| ***STRENGTHS*** |
| * Well experienced Professional Accountant
 | * Diversified industry work background
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| * Accounts management & financial reporting
 | * Consistent adherence to IAS & IFRS
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| * Excellent Supervisory & team leading capability
* Excellent Communication Skills
 | * Excellent analytical & problem solving skills
* VAT
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| ***EDUCATION - COURSES*** |  |
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| **ACMA – Management Accounting**Institute Of Cost & Management Accountant Of Pakistan**Masters of Economics** Karachi University, Pakistan | **2012** **2009**  |
| **Bachelor of Commerce**Karachi University, Pakistan | **2005** |
| ***ACHIEVEMENTS*** |  |
| * Achieved a consistent career growth.
* Gained diversified industry work background, acquired comprehensive understanding of the entire flow of business operations, their documentation requirement and subsequent accounting plus reporting.
* Consistently developed error free financial reports and submitted to management.
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| ***WORK EXPERIENCE*** |  |
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| **Accounts Manager**Utileco Infrastructure Trading LLC (UAE)**Accounts Manager**Cosmedical Solutions LLC (UAE)**Accountant**Nazih Trading Company LLC, UAE (Nazih Group Multinational)**Senior Accounts Executive** |  **Jan 2018 – Present****July 2016 – Dec 2017****Feb 2012 - July 2016****Jun 2011 – Dec 2011** |
| Cambridge Textiles (Pvt.) Ltd., Pakistan |  |
| **Accountant** | **Feb 2009 – Apr 2011** |
| Abaseen Trading Company (Pvt.) Ltd., Pakistan |  |
| **Accounts Officer** | **Jun 2008 – Dec 2008** |
| Karimi Contracting, Pakistan |  |
| ***AREAS OF EXPERTISE*** |  |
| * Handle complete books of accounts independently up to finalization with zero error tolerance.
* Value Added Tax (VAT) Preparation & Filling.
* Monitor all general ledgers accounts together with costing efforts and supporting transaction documents.
* Handle reconciliations and collections of due account receivable on regular basis including follow ups.
* Prepare bank reconciliation statements and final accounts such as Profit & Loss Account and balance-sheet.
* Provide analytical view on cost control; determine deviations and suggest improvements.
* Streamline process and procedures to attain greater efficiency in workflow and deliverables.
* Stay aware of applicable laws and regulations to maintain up to date compliance.
* Capable to delegate and supervise various accounting works assigned to staff and providing necessary guidance and instructions to meet deadlines and achieve needed result.
* Skilled in using Oracle EBIZ FRAME-ERP Software, Oracle GTECH-ERP Software, Peachtree, Quick Books, Sage & MS Office to perform accounting transactions.
* Supervising a team as a leader in order to get the work done on time.
* Perform Internal Audit.
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| ***WORK PROFILE*** |  |
| **Accounts Manager – Utileco Infrastructure Trading LLC, UAE*** Reporting to the Management on financial status of Utileco Group UAE & Spain branch Accounts.
* Value Added Tax (VAT) Preparation & Filling.
* Supervising the Accounts with in (UAE & Spain)
* Budgeting/Forecasting.
* Dealing with Vendors.
* Dealing with the Bank.
* Responsible for Audit.
* Managing fund of the company to assure proper allocation & usage.
* Managing company accounts from recording to finalization. Looking after reconciliation of accounts.
* Re Assure the Management regarding the cash & credit dealings with the customers.
* Examining & followed up on Accounts Receivables.
* Assure Management that All transition is made according to management policies.
* Facilitate management in determining the cost of the products.
* Examining and analyzing accounting records to ensure accuracy and completeness.
* Safeguarding the assets of the company & ensure the implementation of the policies & procedures.

**Accounts Manager – Cosmedical Solutions LLC, UAE*** Reporting to the Management on financial status.
* Value Added Tax (VAT) registration & implementation.
* Accountable in preparing & analyzing financial statements.
* Supervising the Accounts & Inventory Team in order to get the work done on time.
* Dealing with Vendors.
* Dealing with the Banks.
* Responsible for Audit.
* Managing fund of the company to assure proper allocation & usage.
* Managing company accounts from recording to finalization. Looking after reconciliation of accounts.
* Examining stock transferring & Customers Dealings.
* Re Assure the Management regarding the cash & credit dealings with the customers.
* Examining & followed up on Accounts Receivables.
* Examining the New Opportunities in the market with direct communication with management in order to Increase the Sales.
* Assure Management that All transition is made according to management policies.
* Facilitate management in determining the cost of the products.
* Examining and analyzing accounting records to ensure accuracy and completeness.
* Safeguarding the assets of the company & ensure the implementation of the policies & procedures.

**Accountant – Nazih Trading Company LLC (Multinational Nazih Group), UAE*** Reporting to the Group Accounting Manager on accounts and financial status.
* Accountable in preparing financial statements.
* Managing fund of the company to assure proper allocation & usage.
* Managing company accounts from recording to finalization. Looking after reconciliation of accounts, preparing debit & credit ageing report.
* Examining stock transferring & Customers Dealings.
* Re Assure the Management regarding the cash & credit dealings with the customers.
* Examining & followed up on Accounts Receivables.
* Examining the New Opportunities in the market with direct communication with management in order to Increase the Sales.
* Assure Management that All transition is made according to management policies.
* Facilitate management in determining the cost of the products.
* Facilitate the Management regarding the Branch Transactions.
* Examining and analyzing accounting records to ensure accuracy and completeness.
* Safeguarding the assets of the company & ensure the implementation of the policies & procedures.

**Senior Accounts Executive –** **Cambridge Textiles (Pvt.) Ltd., Pakistan*** Reporting direct to the company management on accounts and financial status.
* Accountable in preparing trial balance, profit & loss account and balance sheet.
* Costing & pricing of Products based on shipment.
* Managing fund of the company to assure proper allocation & usage.
* Managing company accounts from recording to finalization. Looking after reconciliation of accounts, preparing debit & credit ageing report, filing tax returns and Post Shipment Costing.
* Examining and analyzing accounting records to ensure accuracy and completeness.
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| **Accountant- Abaseen Trading Company (Pvt.) Ltd., Pakistan*** Assumed full accountability on maintaining books of accounts up to date.
* Accountable in preparing trial balance, profit & loss account and balance sheet.
* Ensured timely posting of journal entries; Cash Management; handled bookkeeping and filing of accounts.
* Prepared financial statement; followed up on accounts receivables & accounts payable effectively.
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| **Accounts Officer – Karimi Contracting, Pakistan*** Posted daily entries into books of accounts and ledgers.
* Maintained books of accounts up to date and coordinated correct filing.
* Petty Cash Handling.
* Involved actively in managing company accounts and preparing financial statements.
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| ***TRAININGS -INTERNSHIP*** |  |
| * Workshop on VAT, Abu Dhabi, 2017
* Seminar on IAS-International Accounting Standards (12,33), 2009
* Seminar on IFRS-International Financial Reporting Standards (1,8), 2009
* Seminar on IAS-International Accounting Standards (17,27,28), 2008
* Role of Management Accountants, 2008
* How to Become a Good Entrepreneur, 2008
* Worked as Internee at Bank Al Falah Islamic from September to November 2007
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| ***IT SKILLS*** |  |
| Proficient with ORACLE BASED ERP System Odoo, EBIZ FRAME and GTECH, Sage, Tally, Peachtree accounting software, Quick Books, MS Office, Internet and Email applications & can work on any Software. |
| ***PERSONAL DETAILS*** |  |
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| Nationality | : Pakistani  |
| Date of Birth | : 1st January 1986 |
| Marital Status | : Married |
| Visa StatusVehicle License | : Work Visa: Valid UAE Driving License |
| Languages | : English & Urdu |
| ***REFERENCES*** |  |
| Furnished promptly upon request |