

MBA FINANCE

ADDRESS:

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OBJECTIVE:

*To Achieve a challenging and respectful
Job in a competitive organization that will
help me enhancing my skills and abilities
and to utilize them for the progress of the
Organization.*

EDUCATION

- December, 2010:** National University of Modern Language & Management Science,
Islamabad
MBA
Major: Finance
- August; 2008:** Asghar Mall Postgraduate College, Rawalpindi
(Punjab University, Lahore)
B.Sc.
Majors: Physics, Mathematics A & B
- August; 2005:** Jinnah institute of informatics, Rawalpindi
(RBI & SE)
F.Sc.
Majors: Physics, Chemistry and Mathematics

EXPERIENCE (16 years)

- **Nuricon Petro Services (NPSL)**
Working as an Accountant (From 16 Jan 2025 to Date)
- **Petro Services GmbH**
Working as a Country accountant (From 16 Jan 2025 to Date)
- **City Grammar School**
Worked as a Accounts Manager (from 01 May 2023 15 Jan 2025) (1.9 years)
- **Rashid Hussain and Partners Trading LLC Oman**
Worked as an Accountant (Tally Prime Gold) (Sept 2021 to Mar 2023) (1.6 years)
- **UURNIK SYSTEMS PVT LTD**
Worked as Accounts & Admin Manager & sales (Nov-2018 to oct. 2021) (3years)
- **MZNE Pvt Ltd (Pakistan cable Distributors)**
Worked as Accounts Manager (from 10 Aug. 2015 to 04 Oct 2018 (MYOB A/SWare) (3.3 Years)
- **Mansha Brother Pvt Ltd (2011 -2015)** (3.8 Years)
Worked as Assistant Accounts Incharge (from Dec, 2011 to Dec, 2013) (2 years). & **Accounts Incharge**
from January 2014 to 5 August 2015 (1.8yrs).
 - Inventory Management
 - Accounts Management
 - Maintenance and Reconciliation of Accounts & Inventory
 - Internal Audit
 - Internal Control
- **The Test Lab, Rawalpindi**
Worked as **Accounts Officer** from **01.03.2008** to **01.06.2011** (3.3 years)

COMPUTER SKILLS

- Ms Office
- Quick books (*Accounting S/W*)
- E-mailing & Internet Browsing
- Ms Windows
- My ledger (A/SWare)
- MYOB (A/SWare)
- Tally prime Gold
- ERP (A/ SWare) NPSL
- ODOO GmbH
- STC GmbH

SUMMARY OF STRENGTHS

- Having good communication skills
- Innovative & Creative
- Adoptable to learning
- Conceptual & Analytical Skills

ACHIVEMENTS

- **Award of excellence**
For organizing event on” **Investment Analysis and Portfolio Management**”
Chief Guest H.O.D of Managements of Science
MUHAMMAD ALI JINNAH UNIVERSITY.
- Published **magazine** in the university.
- Successfully established the **small business** in university in entrepreneur week.
- Worked as **Event Manager** during entrepreneur week.
- **Chief Organizer** for BESANT FESTIVAL in university.
- **Task manager** in university for organizing DRAMAS, MODELLING & OTHER FUNCTIONS

PERSONAL BIO-DATA

- ❖ Father’s Name : Roshan Khan
- ❖ Date of Birth : December 15th, 1986
- ❖ CNIC No : 37405-4777220-5
- ❖ Nationality : Pakistani
- ❖ Domicile : Punjab
- ❖ Religion : Islam

LANGUAGES

- ✓ Fluent in Urdu and English

REFERENCES

- ✓ To be furnished on request

- Accounts Management
- Monitoring local purchases
- Monthly closing with brunches
- Inventory Management
- Maintenance and Reconciliation of Accounts & Inventory with Branches
- Internal Audit
- Internal Control
- Billable invoices, travel vouchers, budgets, technical reports, supply approval, Voucher Management, Revenue Recognition
- Payroll Processing
- Financial control and reporting
- Analyze, verify, reconcile financial data and suggest
- Corrections in the financial System
- **Ensure cost control and track expenditures.**
- Receivable Recovery (I. Tax/GST deduction & other)
- GST Report (I. Tax/GST deduction to file FBR)
- WHT Tax file and Quarterly filing 165 statement
- Working on TAXES (Monthly /Annually)
- Ordering of stock from branches.
- Conducting/controlling physically stock taking monthly & annually.
- Responsibility of stock accuracy.
- Correspondence of store activities with management & staff via email & phone.
- Preparation of different reports i.e., monthly stock report, Demo / Backup & other as per requirement of management.
- Ensure supply of order in time
- Physical maintaining of warehouse (stock location).
- Implement & follow procedures
- Resolving store discrepancies
- Overall supervision of store & accounts staff duties in all matters.
- Annually working for Depreciation and Dead stock.
- Accounts Receivable/Accounts Payable