



JUNAID PP

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Senior Accountant with **9 years'** experience in handling accounts for a **group of companies in UAE**. Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the companies' purpose and profitability. An experienced team player committed to improving overall business processes and building a cohesive business environment.

Experience

Jamal Al Marri Group of Companies (May 2012 till date)

Head quartered in Sharjah, Jamal Al Marri is a trusted partner and **National distributor of Etisalat** which deals with wholesale and retail distribution of all Etisalat. The group has **15 retail outlets** and **100 sim card activation kiosks**. The group also owns **Le Blue – bottled drinking water** manufactured with the most modern technology and have a strong distribution channel all over United Arab Emirates, Kuwait and Sultanate of Oman with a fleet of 35 vehicles.

❖ **Le Blue International water LLC (April 2019 till date)**

Unit of Jamal Al Marri Group of companies

Role: Senior Accountant - Leading a team of three junior associates – Junior accountant, Accounts Receivables Executive and Purchase & Accounts payable associate. Areas handling are as follows;

- ♦ **Planning the works of associates** and ensuring that they stick to their scheduled daily tasks and complete the same without delay.
- ♦ Assist general manager in **planning monthly production & sales** and **monthly budgets**
- ♦ Preparing **targets and commission schemes for sales team** based on their area and profitability.
- ♦ Compiling daily production and sales report and ensure that the production and sales are going as per the plan.
- ♦ Compiling the daily reports from associates and preparing MIS report on the daily activity to the management.

Education

B.com – Finance

University of Calicut, India
(2009)

Driving License

Valid UAE License
No.3360023

Areas of Expertise

Accounting
VAT
Accounts Receivables
Accounts Payables
Production Process
Banking
Month end closing
Cash flow management
MIS Reports
Payroll
Analysis

Software

Focus
Tally ERP 9
MS Excel
MS Word
MS Outlook

Typing

English
Arabic

- ◆ Supervise the collections team and maintain strong cash flow through efficient collections.
- ◆ Oversee creation of new accounts including assessing credit risk and assigning terms and credit limits
- ◆ Maintain the corporate credit policy to ensure compliance with changing regulations and improve collections efficiency
- ◆ Regularly review customer credit terms and initiate actions against delinquent customers
- ◆ Reviewing ageing report and ledger for potential bad debts and writing them off when necessary.
- ◆ Oversee complete full cycle accounts payable processing including receiving and verifying invoices against contracts and purchase orders, obtaining authorization and processing payments.
- ◆ Planning payments of suppliers.
- ◆ Prepare vehicle wise profitability report.
- ◆ Prepare salesmen commission payout report based on the achievement of their targets.
- ◆ Supervise periodic stock taking.
- ◆ Verify monthly staff salary file and process the payment through WPS.
- ◆ **Monthly accounts closure** and monthly reporting to the management.
- ◆ **File perioding VAT Returns and liaise with the FTA for refunds.**
- ◆ Reconciling intercompany balances.
- ◆ Oversee the company's use of trade finance products and liaise with counterparties, banks and insurers.
- ◆ Liaise with the **Statutory Auditors** and prepare schedules for the Auditors.

❖ **Jamal Al Marri Mobiles Phone Trading LLC and Associates**

Role 1: Accountant – May 2012 to December 2014

Role 2: Senior Accountant – January 2015 to March 2019

Joined the company as accountant in May 2012. Handled all the basic data entry works from booking sales, purchases, collections. Promoted as the Senior Accountant in January 2015 and I was in charge of supervising the junior accountant of the company and accountants of 15 retail outlets. Major areas handled were as below;

Personal Info

Sex: Male

Nationality: Indian

Status: Married

Age & Dob: 34 Yrs, 31.05.87

Visa: Employment

Language

English

Hindi

Malayalam (Mother Tongue)

- ◆ Planning the works of junior accountants
- ◆ Scrutinizing the daily transactions of all the companies to ensure that the transactions are recorded correctly by the junior accountants.
- ◆ Reconciling intercompany balances.
- ◆ Assisting the sales manager in preparing targets and commission scheme for the sales team.
- ◆ Assisting the finance manager in preparing budgets for the parent company and its outlets.
- ◆ Monthly closing of accounts of the parent company and its outlets.
- ◆ Registering the companies for VAT and filing the periodic VAT returns of all units.