

Junayed Ahmed

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Executive Summary

A Chartered Certified Accountant with sound working knowledge in assurance services and advisory with in-depth knowledge of accounting and audit. I possess the desire to master my trade in order to accomplish my career objectives. I seek to deploy these skills, knowledge and expertise in your esteemed company which would result in my holistic development.

My core principles are:

- Continuous academic growth and increased efficiency at work
- Represent my firm in a professional manner with my speech and appearance
- Commercial business awareness
- Maintaining group cohesion, long client relationship and healthy working environment
- Analytical thinking and logical approach to work and resolving issues

Educational qualification and Certifications

Bachelors – In Applied Accounting (BSc Hons) Oxford Brooke's University , United Kingdom Accounting and Financial	2017
Higher Secondary School Certificate (HSC) – Delhi Board Indian Central School , Kuwait Commerce and Information Technology	2008 - 09
Secondary School Certificate (SSC) – Delhi Board Indian Central School , Kuwait Science and Mathematics	2005-06

Professional qualification

Association of Chartered Certified Accountant Major in Advanced Audit and Financial Management HELP University , Malaysia	2015
Advance Diploma in Accounting and Business ACCA, Kuwait	2012

Certifications

- Certified Internal Audit – Institute of Certified Internal Audit – (Expected Completion – June 2020)
- Member of Institute of Internal Auditors of Bangladesh (IIAB)
- Certification on Tally ERP 9 training – from CAMS, Kuwait (2012)

Career Summary

Deloitte Bangladesh (Nurul Faruk Hasan & Co.)

(February 18- Present)

Role: Advisory Associate

Working with transaction advisory team and providing BPO services for the local and overseas clients:

- Processing payables, receivables and cash transactions
- Liaising with the overseas client and harmonizing the assignment
- Passing adjusting journals

- Recording and categorizing the transactions in their proper accounts
- Reconciling bank and credit card accounts at month-end
- Maintaining the payroll register for the client
- Maintain asset register and depreciation schedule
- Preparing financial statements
- Grouping and setting up Chart of accounts for the new client
- Preparation of financial projections
- Due diligence analysis for investment in joint venture for clients
- Investment appraisal and cash flow projections for new investments.
- Withholding TDS and VDS
- Treasury Challan preparation and submission
- Tax and VAT return
- Assessment of corporate Tax

Role: Audit and Assurance

Working with assurance team on special review engagements within the scope of ISRE:

- Conduct comprehensive Financial and business process review and agreed-upon procedures.
- Observing the process flow and accounting information system review
- Vouching and documenting on sample basis to ensure policies are adhered to
- Perform analytical procedures/analyses to detect unusual financial statement relationships.
- Perform internal control and substantive testing
- Performing walk through test to understand the process of recording transaction and find loopholes in process

The scope of the responsibilities also involved working with cash incentive team.

- Reviewing the Cash incentive files.
- Calculating the allowable incentives as per Bangladesh bank.
- Attending factory visits and inspecting production and export cycle.
- Liaising with the client and the bank and rectifying the findings

RSM International, Kuwait

(November 2016 – July 2017)

Role: Assurance Associate

Performing audit planning, interim and audit of entities in various sectors. Portfolio includes listed and unlisted companies in manufacturing, trading and retail and construction contracting companies

My role includes the proficiency and knowledge about:

- Conduct Statutory audits in compliance with local regulations and GAAP and International Accounting Framework
- Prepare CAS pre-audit for expectations to be met based on client experience & knowledge
- Prepare PBC (Provided by Client) lists and confirmation requests.
- Assisting in preparing stand-alone and consolidated financial for major listed and unlisted entities based on IFRS.
- Interim meeting with clients to reassess the RMM along with audit planning in accordance with RSM Methodology.
- Performing substantive & analytical procedures, stock and cash counts
- Maintaining professional skepticism during the course of audit & a mindset to detect and communicate error/fraud
- Review of the control environment at the client and document finding
- Obtaining third party confirmation on account balances and follow up and reconcile discrepancies
- Identify and communicate accounting and auditing matters to seniors and managers.
- Create management representation letter comments and recommendations and draft audit reports for management review.

Brief over view of the client portfolio:

Industry Type	Name of the Clients	Assignment Nature
Manufacturing	Al Hasawi Group KSC	Statutory Audit
	United Engineering Service Co. W.L.L	
	Kuwait International Advanced Industries Company KSC	
Real-Estate & Construction	Al Masaken International Real Estate Development Co	Statutory Audit
Retail and FMGC	Ali Abdul Wahab Al Mutawa Commercial Company	Statutory Audit

Eurogain Consulting Sdn Bhd, Malaysia

(April 2015-July 2015)

Role: Finance Intern

At Eurogain, Prepared transaction processing and financial statements for small and medium scale companies with exposure to retail and real estate sector.

- Posting Journals and recording the transactions under proper accounts
- Assisting Supervisor in documenting and preparing the chart of accounts for new clients
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents
- Working with bookkeeping software (Such as MYOB, Sage UBS Accounting Software)

Skills and Attributes

- Accounting and Auditing – Putting forward solutions to clients where inappropriate methods were used
- Communication Skill: Outstanding communication skill in both verbal and written. (Fluent in English, Bengali and Hindi)
- Time management and Prioritizing skill: Able to manage various tasks simultaneously and meet target through prioritizing tasks.
- Leadership and Team work, Building team cohesion and getting the work done, meeting tight deadlines.

Trainings

- Preparing audit plan and procedure in line with risk on Caseware Audit software
- Intensive e-learning course on Ethics, Integrity and Confidentiality, by Deloitte
- Attended Trainings and E-learning courses on IAS/IFRS and ISA's provided by Deloitte.
- Attended training for QuickBooks Online at NUFHAS Business process outsource

References

- Shamsur Rahman FCA,
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I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Junayed Ahmed
Signature:

