

## Muhammad Junaid

S/o Abdul Karim

Email I.D. [Junaidkarim100@yahoo.com](mailto:Junaidkarim100@yahoo.com)

Cell # +92-346-389-0661

House No. B/637, Hasrat Mohani Colony Manghopir  
Road Karachi.

CNIC # 42401-6109054-1

Date of Birth 16<sup>th</sup> – July, 1990

## Objectives

A position with growth potential where my discipline, positive attitude, professionalism, Untiring efforts and interest can be utilizes.

## Experience

**1<sup>st</sup> – June, 2018 – Present | Sr. Accounts Executive**

**A.A. Joyland Pvt. Ltd. (Siddiqsons Group)** | Main Rashid Minhas Road,  
Gulshan-e-Iqbal, Karachi.

### **Preparation & Monitoring of...**

- Monthly profit & loss statement
- Statement of cash flow (direct method)
- Payments, receipts and deposits in SAP
- Bank reconciliation
- Maintain annual budget & business analysis
- Management reporting
- Any other task given by manager

**10<sup>th</sup> – July, 2017 – 31<sup>st</sup> May-2018 | Accounts Executive**

**N.J Autos Industry (Pirani Group of Company)** | Pirani Tower, Plot No. 75/C,  
11<sup>th</sup> Commercial Street, DHA Phase II Ext. Karachi.

### **Preparation & Monitoring of...**

- Daily sales order of karachi region dealers
- Checking recovery status of dealers
- Review aging reports to analysis customer's receivable status.
- To issue customers debit and credit notes
- Dealers reconciliations
- Working on sales incentive of dealers
- Recording tax challan, sales incentive and service coupons

**10<sup>th</sup> – September, 2013 – 8<sup>th</sup> – July-2017 | Junior Manager Accounts**

**Tata Group of Industries** | 6<sup>th</sup> Floor Textile Plaza M.A. Jinnah Road Karachi.

### **Preparation & Monitoring of...**

- Bank Payment and Cash Payment Vouchers in ERP
- Daily bank position report reconcile
- Bank Reconciliation
- Supplier and Staff Income Tax Submit
- Monthly Income Tax Return File
- Monthly Sales Tax Return File
- Working on Insurance Renewal (Semi Annually)
- Monthly Provision for Accounts
- Monthly Accounts Preparation
- Monthly Payroll Process
- Data posting on RCPS Software for refund claim
- Ability to handle Sales Tax and Income Tax Notices
- Proficient in ERP Software

**11<sup>th</sup> – November, 2009 – 4<sup>th</sup> September, 2013 | Assistant Accountant  
Mount Fuji Textiles Limited | D – 148, S.I.T.E., Karachi.**

### **Preparation & Monitoring of...**

- Cash Book & General Ledger.
- Reconciliation of Bank Statements, Debtors & Creditors.
- Posting of Monthly Purchase & Sales Invoices.
- Preparation of monthly stock report
- Monthly Payroll
- Data posting on RCPS Software for refund claim.
- Submission of Monthly sales tax & Utility files to the collectorate.
- Supervision & Monitoring of routine accounting activities & monthly closing.

### **Education**

**December 2018 | Master of Business Administration (MBA)**

- Iqra University North Nazimabad Campus

**December 2011 | Bachelor of Commerce (B.Com)**

- University of Karachi - Govt. Forman College.

**December 2006 | Matriculation in Technical**

- Sind Board of Technical Education.

### **Skills**

- MS Office (Word, Excel & PowerPoint)
- Inpage
- Adobe Photoshop.
- Flash MX
- Corel Draw