

# Muhammad Junaid | ACPA, CA (Finalist)



m.junaidch1@gmail.com



<https://www.linkedin.com/in/mjunaid11>



+92 321 7999144



October 25, 1992

## Career Profile

- Astute audit, accounting and finance professional possessing demonstrated expertise along with extensive knowledge of income statements, budgeting and forecasting, trial balance, audit reports and financial reporting in line with standard accounting principles and procedures in various industries. Expert at conducting audits and yearly reviews.
- A highly inspired and competent professional with a tremendous record of accomplishment and proficient skill set. Endowed with the abilities of smart work and perseverance to achieve goals. An active learner in a dynamic environment. Performs well individually and as a part of team and has strong leadership attributes with experience of working with people from diverse backgrounds.

## Professional Competencies and Strengths

- Expert in Consolidation of Financial Statements
- Preparation of Standalone Financial Statements
- Risk Assessment & Internal Controls
- Designing and Implementing SOPs
- Cash Flow Management
- Financial Modeling and Strategic planning
- Bookkeeping and Reconciliations on ERP
- Ensuring IFRS and Law Compliances
- Budgeting and Variance Analysis
- Communication and Presentations
- Organize, Prioritize and Meet Deadlines
- Team Management & Leadership

## Professional Education & Academics

<u>Education</u>	<u>Year</u>	<u>Institute</u>
CPA Member	2020	Institute of Certified Public Accountants of Pakistan
CA Intermediate / CAF	2014	Institute of Chartered Accountants of Pakistan
I.Com	2010	Punjab College of Commerce
Matriculation (Bio-Science)	2008	The Cathedral High School

## Professional Experience

### Sapphire Retail Limited

Manager Internal Audit

Nov 01, 2022 – Currently Working

SAPPHIRE

#### Group Portfolio:

- Sapphire Retail Limited
- Design Textile Limited

During the period with the organization, worked on:

- Development of risk based Annual Internal Audit Plan and team management to comply with the internal audit plan;
- Manage and mentor a team of internal auditors, ensuring their professional development, growth and succession planning;
- Conduct comprehensive risk assessments and document processes to identify control gaps and recommend improvements.
- Collaborate with relevant stakeholders to establish Standard Operating Procedures (SOPs) for all business processes, ensuring agreement and adherence to the SOPs;
- Ensure compliance with established SOPs, as well as local laws and regulations, and take corrective actions where necessary;
- Review monthly audit reports for stock counts and retail excellence across multiple locations in Pakistan;
- Review of deduction summary with respect to inventory accuracy percentage of retail outlets;
- Perform pre-audits of payments related to Non-Tradeable Items, Marketing, New Store BOQs and Store Renovations;
- Oversee HR compliance and implementation of company policies and regulatory requirements;

---

## University of South Asia (USA)

### Manager Finance

Nov 01, 2021 – Oct 31, 2022 (1 Year)



University of South Asia (USA) is a leading private university located in Lahore, Punjab, Pakistan specializes in Computer Sciences. Currently the university have three campuses located in Cantt, Raiwind Road & Barki Road Lahore. USA had recently initiated several startups including creating a digital health application for public.

#### Group Portfolio:

- University of South Asia (USA) - A Project of Gateway Technologies (Pvt.) Ltd.
- Din New & Media – A Project of Fortune Marketing (Pvt.) Ltd.
- Palm Vista Apartments Karachi
- Kanact Media

During the period with the organization, worked on:

- Managing operations against budgets plus strategic goals on daily, monthly & annual basis;
- Providing overall financial and accounting support;
- Managing monthly and annually financial closings;
- Preparation of payroll for teaching & non-teaching staff;
- Developing and monitoring internal controls of university;
- Preparation and implementation of university regulations & SOPs;
- Assistance of monitoring capital and business development projects;
- Preparing feasibility and budgets for new projects;
- Preparing and presenting monthly management accounts and financial statements;
- Assistance in development of ERP software to accommodate overall university operational & financial activities.

---

## Diamond Group of Industries

- Group Manager Internal Audit (Dec 01, 2020 – Oct 31, 2021) – 11 Months
- Assistant Manager Internal Audit (Nov 25, 2019 - Nov 30, 2020) – 1 Year



#### Group Portfolio:

- Diamond Industries Limited - (Foam & Spring Mattress Manufacturer)
- Diamond Tyres Limited - (Motorcycle, Bicycle, Rickshaw, Tractor & Trolley Tyre Manufacturer)
- Diamond Jumbolon - (Makers of Insulation Material)
- Dolce Vita Home - (Luxury Furniture, Mattresses & Home Accessories)
- Diamond Wood – (Furniture Manufacturer)

#### Job Description

- Reporting on system weakness and suggesting recommendations to the management;
- Designing and implementation of internal controls and procedures;
- Conducting random stock count of all locations and reporting on controls and system weakness;
- Preparation and implementation of Internal Audit Plan;
- Walkthrough testing of ERP System (Oracle R12);
- Pre-audit of transactions relating to:
  - Procurement of goods and services
  - Payments including Demand Drafts & PO
  - Payroll
  - Advances against Imports and Duties
  - Bills of Transportation
  - Customer Claims
  - Marketing/ Media
  - Travelling Reimbursements
  - EOBI and Social Security
  - Withholding and Sales tax
  - Sales Commission
  - Price List
- Post-audit of transactions relating to:
  - E-Commerce Sales
  - Market Credit Transfers
  - Cash Statements of Factories
  - Insurance (Life, Health, Fire & Marine)
  - Credit Limits of Customers
  - Dealer Balance Confirmation
  - Fixed Assets Verification
  - Bank Reconciliations

---

## Joyland Limited



Assistant Manager Internal Controls and Audit (9 Months)

March 18, 2019 - November 22, 2019

Worked in the capacity of Assistant Manager Internal Controls and Audit with Joyland Limited, Lahore Pakistan. Joyland is an **amusement park** adjacent to **Fortress Stadium** and one of the largest recreation parks in the city. The organization also have the distinction of being the only park in the country that is ISO 9001:2008 Certified. **Joyland Ayyub Park, Super Space, Bounce in Emporium** and **Packages** are also one of the key projects of Joyland.

During the period with the organization, worked on:

- Identifying and reporting ERP (SAP) system flaws to CFO;
- Designing and implementation of internal controls and procedures;
- Conducting monthly stock count of all locations and reporting on controls and system weakness;
- Performing monthly consumption audit of food and beverages department;
- Pre-audits of payroll records and reporting on discrepancies;
- Pre-audits of travelling reimbursement of employees claims;
- Post audit of transactions related to procurement and payment to vendors;
- Other internal audit engagements, reporting on system weakness and suggesting recommendations to the management.

---

## RSM Avas Hyder Liaquat Nauman CAs

Senior Associate – Audit & Assurance (3.5 Years Articles)

December 30, 2014 - June 29, 2018



Worked in the capacity of an Audit Associate (promoted to the designation of Senior Associate – Audit & Assurance) with RSM Avas Hyder Liaquat Nauman Chartered Accountants, Lahore Pakistan for a period of 3 and half years. The firm is a member of RSM International, which is currently ranked as the sixth largest practicing network globally.

During the period with the firm, worked on:

- Statutory Audit of financial statements including planning, execution, finalization and review of audits of various organizations;
- Preparation of standalone and consolidated financial statements in compliance with the International Financial Reporting Standards and statutory framework;
- Preparation of other deliverable, such as, management letter identifying control weaknesses, its implications and recommendations;
- Internal audit engagements, reporting on system weakness and suggesting recommendations to the management;
- Advisory engagements including budgeting, projections and development of Standard Operating Procedures (SOP);
- Assessment reports of Non-Government Organizations in Pakistan on behalf of USAID Citizens' Voice Project;
- Appraising the soundness of accounting, financial and other operating controls and their cost effectiveness by highlighting real issues supported by the recommendations that management will understand and take corrective actions.

**Sectors**, to which financial audit and related services provided, are listed below:

- |  |                                 |
|--|---------------------------------|
| ▪ Automation services for Oil & Gas    | ▪ Manufacturing                 |
| ▪ Telecommunication services           | ▪ Microfinance banking          |
| ▪ Government sector – utility provider | ▪ Educational services          |
| ▪ Trust fund                           | ▪ Hotel and restaurant services |
| ▪ Oil Marketing Companies (OMCs)       | ▪ NGO's                         |
| ▪ Real Estate and Construction         |                                 |

### Major Achievement:

Engaged with RSM Pakistan in managing and leading **training workshops** for its staff in the department of audit in all the offices all across Pakistan. The goal of these workshops was to develop an understanding among newly inducted associates about RSM audit methodology and practical application of **International Standards on Auditing and International Financial Reporting Standards** as applicable in Pakistan.

## Other Certifications

- Certificate of successfully completing **Certified Internal Auditor** from **ICIA Pakistan**
- Certificate of successfully completing **Presentation and Communication Skills Course (PCSC)** from **CFE Lahore**
- Certificate of successfully completing **Communication Skills Development Course (CSDC)** from **PAC Lahore**
- Certificate of successfully completing **Certificate of Computer Practical Training (CCPT)** from **PAC Lahore**

## Additional Skills, Achievements & Interest

### IT Skills

Microsoft Office	● ● ● ● ●
SAP-B1	● ● ● ● ○
Oracle-R12	● ● ● ● ○
QuickBooks	● ● ● ● ○
Microsoft Dynamics	● ● ● ● ○
Windows Installation	● ● ● ● ●

### Achievements

- 🏆 2<sup>nd</sup> Position in Speech Competition at Cathedral High School
- 🥋 Red Belt in Taekwondo Karate
- 🏆 Participated in Interschool Basketball Competition
- 🏆 Position Holder till 5<sup>th</sup> Standard

### Interests

- 🚶 Traveling
- 🎬 Cinema
- 🏋️ Gym
- 👥 Socializing