



MUHAMMAD JUNAID AHMED

PROFESSIONAL SUMMARY

Confident and professional Executive Internal auditor cum Document Controller with over 7 years of experience in Exchange Field

WORK HISTORY

November 2018 to May 2025

AL NAHDI Exchange, Dubai UAE.

As a Associate Internal Auditor

- Monitoring daily Trial Balance
- Checking daily expenses with appropriate attachments like Invoices or receipt .
- Checking FC Foreign Currency vouchers sales and purchases with Emirates ID,passport and visa or tourist,seaman pass and etc
- Refined and improved document control processes to meet changing organizational needs and facilitate sharing with different parties.
- Monitored compliance with regulatory requirements to safeguard organizational integrity.
- Maintained essential records and reported on project progress regularly.
- Approving/ authorizing daily expenses in system both branch and Head office
- Reviewed working papers for sufficient documentation to successfully complete audit scope and objectives.
- Sending daily reports Trial Balance,currency stock and bank position to internal auditor head
- Sending Monthly obseravation reports FC vouches,Expenses and trial balance
- Keeping Records all staff leaves(Paid leaves,sick leave,Annual leave) by Annual Record
- Maintaining and organizing all staff files PP,Visa,Medical,Increments etc
- Chased missing transactions to help timely record
- Assisted accountants with expense and sales tracking and reporting.
- Doing daily IEMS INTEGRATED ENQUIRY MANAGEMENT SYSTEM across 50 in a day maintaining and keeping records word,excel,file with all realated information screen shots for positive Customers and not positive customers and reply with focus and double check all Attachment files and Information
- Greeted and assisted a customer daily with professionalism.



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Deira Dubai, UAE

SKILLS

- Executive Team Leadership
- Time Management
- Self - Motivation
- Adaptability
- Teamwork
- Positive Attitude
- Honesty
- Quick Learner
- Good Comuicaion

EDUCATION

Bachelor of Commerce (Incomplete)

University of Karachi
Karachi , Pak
Oct 2018

Intermediate (HSSC)

Aisha Bawani Boys
College,Karachi,Pak
April 2016 - June 2017

LANGUAGES

English 

Fluent

URDU 

Native

HNDI 

Advanced

Nationality : Paksitan

DOB : 24-01-1997

Passport ; JQ1175672

Hobby : Cooking

- Filing of Fc sales and purchases, expenses and tax invoices
- Perform other related tasks assigned by internal auditor head
- Resolved customer concerns quickly and efficiently maintaining high level of satisfaction.
- Accurately processed cash, credit and mobile payments in fast paced environment.
- Balanced cash drawer at the beginning and end of each shift with accuracy.
- Handled refunds, Exchanges and returns following company polices.

January 2018 – October 2018

Rodalf Chemical Limited ,karachi ,Pakistan

- Maintained company records meticulously, ensuring accessibility and accuracy at all times.
 - Refined and improved document control processes to meet changing organizational needs and facilitate sharing with different parties.
 - Updated and maintained document management systems and physical files by initiating clean-up campaigns to remove redundant data.
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