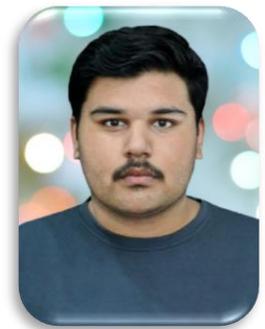


# JUNAID ABBAS

## Accountant/administrative Officer

Contact No: +971 56 606 1315  
Email Address: [junaidabbas387@gmail.com](mailto:junaidabbas387@gmail.com)  
Present Address: Musaffah, Abu Dhabi, UAE  
Driving License UAE: Light Vehicle  
Visa Status: **Family Sponsor Visa till November 2025**  
Notice Period: **Immediately Available**



### **PERSONAL STATEMENT:**

As a resilient accounting and administrative professional, I seek a finance or administrative role to leverage my analytical and organizational skills. My journey reflects self-motivation, organization, and adeptness under pressure. With a clear, logical mindset, I ensure tasks are seen through. I bring reliability and a strong work ethic, whether solo or in a team. Experienced in accounting procedures, financial planning, and budget processing, I excel in managing diverse data and concurrent tasks. I am eager to contribute my passion for finance to a dynamic team.

### **EDUCATION BACKGROUND:**

- ACCA (Association of Chartered Certified Accountants) The Millennium University, Islamabad, Pakistan
- BSC (Hons) Applied Accounting Oxford Brookes University, Oxford, England, UK
- Faculty of Science (FSC) Federal Board of Intermediate, Islamabad, Pakistan

### **PROFESSIONAL CAREER:**

**Organization:** **White Sand Gen. Maint. and Real Estate, Abu Dhabi, UAE**  
**Accountant & Administrative Officer**  
August 2022 – August 2024



### **Responsibilities:**

- Prepare VAT returns and handle tax-related matters.
- Reconcile invoices and identify discrepancies and track and categorize company expenses.
- Reconcile bank statements and monitor financial transactions and incoming funds.
- Ensure timely and accurate billing of clients & Review and file payroll documents.
- Assisting in internal and External audits by preparing documentation.
- Prepare and maintain financial statements and reports.
- Manage accounts payable and receivable.
- Assist with budget preparation and forecasting.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees, clients and Update office policies as needed
- Maintain a company calendar, schedule appointments and Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel, accommodations and Schedule in-house and external events
- Supporting in review and preparation of lease agreements/contracts for the properties.

**Organization:** Chevron Pakistan Ltd. Islamabad, Pakistan.

**Financial Analyst Intern**

Jan. 2020 - Feb. 2022



**Responsibilities:**

- Conducted in-depth analysis of financial data, extracting valuable insights.
- Monitored and identified trends in financial performance, contributing to strategic decision-making.
- Made detailed reports on analyzed information, facilitating clear communication of key insights.
- Played a vital role in budget preparation and forecasting, ensuring accuracy and efficiency.
- Meticulously tracked and reconciled bank statements, maintaining financial integrity.

**AREAS OF EXPERTISE:**

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- Financial Reporting and Analysis
- Budgeting and Forecasting
- VAT and Other Tax Preparation
- Invoicing and Auditing Support
- Accounts payable and receivable
- Bank Reconciliations
- Compliance and Internal Controls
- Use of Accounting Software and Tools
- Administration Support

**ERP SYSTEM AND ACCOUNTING SOFTWARES:**

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- Excel Expert
- Tally Expert
- QuickBooks Expert
- ZOHO Expert
- SAP ERP Intermediate

**ADDITIONAL SKILLS:**

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- Social Media & Marketing Strategies Expert
- Web designing Expert
- SEO and Leads Management
- Dealing with clients effectively
- Excellent computer skills (*Microsoft Word and Excel*)
- Ability to observe and respond promptly

**PERSONAL INFORMATION:**

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- Date of birth 24/04/2001
- Passport No. RB1017081 | Expiry Date: 12/03/2020
- Nationality Pakistani
- Religion Islam

**LANGUAGES PROFICIENCY:**

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- English Professional
- French Professional
- Urdu/ Hindi Native
- Punjabi Native

**Declaration:**

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I do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.

*Junaid*

Yours Sincerely,  
Junaid Abbas