

Mudassir Azhar Janjua

Senior Accountant



S/O: Azhar Mehmood Janjua

DOB: 18-12-1981

NIC#: 37405-0513584-7

Religion: Islam

Nationality: Pakistani

Marital Status: Married

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Contact

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Languages

English

Urdu

Arabic

Education

Matric (From FBISE Islamabad)

FSC (From FBISE Islamabad)

B.com (From Punjab University)

Summary

To get a challenge and executive position in any dynamic organization. Where I can fully utilize my potential, skills and abilities by hard work and continuous struggle.

Skill Highlights

- Exceptional knowledge of mathematical concepts, accounting and finance topics, tax code, and banking principles.
- Strong reasoning skills and analytical abilities to help determine best practices when it comes to the finances of each organization I work with.
- Top attention to detail and focus on making sure records and information systems are kept accurate and true.
- Excellent communication skills when writing reports or memos or when speaking in front of a group of people during a presentation.

Experience

- Currently working with bestco construction company Riyadh
 - Journal ledger and P&L, Project Expenses
 - Bank reconciliation
 - salaries & Advances
 - Invoices
- Accounts Manager in Classic Molty Quilts (2014_2017) (Jan 2021 to May 2022)
 - Managed Purchased Raw materials & supplies
 - Compile Journal & reconcile ledger accounts and prepared reports
 - Identified and correct cost errors
 - Prepare and managed invoices and billing statements
- Senior Accountant in SSS company Qatar (2019_2021)
 - Prepared financial reports while working with whole finance team of my company
 - Analyses of reports and communicate with the management
 - Perform corrections of records to make sure accuracy of records
- Senior Accountant in Alnowras Transport & custom Clearance Oman (2017 to 2019)
 - Maintain all books up to final accounts & balance sheet
 - Reconciliation statement for all receipt and payments of company
- Supervisor in Faysal Bank Ltd (2013_2014)
 - Record maintaining for all cash transactions Vault management
- Accountant in Janjua Construction company (2004_2013)
 - Journal ledger up to Profit & loss Balance sheet
 - Generate Account Reports pertaining taxes.
 - Perform internal audit and submit detailed report & recommendations to management identifying problems and their solutions