

Juned Alam

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Detail-oriented and results-driven professional with extensive experience in finance, accounting, and administration. Proven ability to manage and streamline financial processes, optimize inventory management, and provide IT support. Skilled in fostering teamwork and coordinating daily operations to enhance efficiency and profitability. Possesses excellent communication and leadership skills, complemented by a strong educational background.



Admin Manager & Accountant

Offering 6 Years of experience in Administration Operation and Accounting.

PROFILE & STRENGTHS

- ✦ **Financial Expertise:** Proficient in financial accounting, budgeting, and financial analysis. Adept at managing accounts, preparing financial statements, and ensuring compliance with financial regulations.
- ✦ **Inventory Management:** Demonstrated ability to maintain detailed inventories, optimize stock levels, and minimize losses, contributing to improved profitability.
- ✦ **Operational Leadership:** Experienced in supervising and managing daily store operations, including sales, customer orders, and staff coordination, resulting in enhanced productivity.
- ✦ **Data Analysis:** Proficient in generating comprehensive reports on sales, inventory, and financial performance, providing valuable insights for informed decision-making.
- ✦ **Technical Proficiency:** Skilled in IT support, including hardware and software installation, troubleshooting, and system maintenance. Able to provide technical guidance and ensure the efficient operation of IT equipment.

Core Competencies

◆ Financial Management ◆ Inventory Control ◆ Operational Leadership ◆ IT Support and Troubleshooting
◆ Budgeting and Forecasting ◆ Financial Reporting ◆ Team Collaboration ◆ Data Analysis ◆ Strategic Planning ◆ Problem Solving ◆ Time Management ◆ Compliance and Regulations Expertise

PROFESSIONAL EXPERIENCE

Admin Manager cum Accountant

Aliya Pharmacy LLC UAE

04/2018 - Ongoing

- Supervised and managed the daily operations of Aaliya Pharmacy Store LLC to ensure smooth and efficient functioning.
- Oversaw the staff members, coordinating their activities and setting sales targets to boost revenue generation.
- Managed accounts and financial transactions, including budgeting, financial analysis, and expense tracking, to maintain financial health.
- Maintained detailed inventories, tracked stock levels, and optimized inventory management to minimize losses and maximize profits.
- Efficiently managed customer orders, ensuring timely delivery and customer satisfaction.
- Generated comprehensive reports on sales, inventory, and financial performance, providing valuable insights for decision-making.
- Coordinated with owners, providing regular updates on store operations, and collaborating on strategic planning.
- Fostered strong communication and teamwork among staff members to create a positive work environment and enhance productivity.

Accountant cum IT Support Engineer
AR Traders India

09/2016 – 12/2017

- Managed financial transactions and maintained accurate records.
- Prepared financial statements and reports.
- Handled accounts receivable and accounts payable functions.
- Conducted reconciliation of financial accounts.
- Managed and maintained the company's financial data.
- Assisted in budgeting and financial forecasting.
- Collaborated with the finance team to ensure compliance with financial regulations.
- Utilized accounting software to streamline financial processes.
- Contributed to the overall financial health of A.R. Traders through accurate financial management.

Accountant & IT Support Engineer
Meriton Hotel India

11/2015 – 08/2016

- Managed financial transactions, maintained accurate records, and prepared financial statements.
- Handled accounts receivable and accounts payable functions, including reconciliation.
- Maintained the company's financial data, assisting in budgeting and forecasting.
- Collaborated with the finance team to ensure compliance with financial regulations.
- Utilized accounting software to streamline financial processes.
- Provided technical support, resolved IT-related issues, and managed computer systems.
- Conducted routine system upgrades, backups, and implemented security measures.
- Offered training and guidance on IT matters, contributing to technology improvements.

Cashier cum Assistant Accountant
A One Contractors India

04/2015 – 10/2015

- Assisted in financial record keeping and bookkeeping tasks.
- Prepared invoices, receipts, and expense reports.
- Managed accounts payable and accounts receivable.
- Maintained accurate and organized financial records.
- Collaborated with the accounting team on various financial projects.
- Utilized accounting software and tools to facilitate financial tasks.
- Efficiently processed transactions, managed Cash, and maintained accurate records.

ACADEMIC & PROFESSIONAL CREDENTIALS

- ♦ Bachelor of commerce (B.com)
MJP Rohilkhand University 2012-2015
- ♦ Computer Hardware & Networking
GT Computer Hardware & Networking Engg. College 2007-2009
- ♦ Pursuing CAMS Certification (Certified Anti-Money Laundering Specialist)
Anticipated Completion: [September- October 2024]

PERSONAL INFORMATION

Passport Number L5637578
UAE Driving License 2701689
License Issued: 24/08/2021
License Expiry: 22/08/2028
