

MUHAMMAD JUNAID AHMED

PROFESSIONAL SUMMARY

Confident and professional Executive Internal auditor cum Document Controller with over 6 years of experience in Exchange Field

WORK HISTORY

November 2018 *Till Now*

AL NAHDI Exchange, Dubai,UAE.

- Facilitated training sessions for new staff on document control procedures and best practices.Reviewing and resolving the discrepancies observed during claim processing for transfer of shares/debentures.
- Provided information to library users and facilitated use of library resources.
- Utilised specialised software to track changes and maintain version control of key documents.
- Trained new staff on document management software, policies, and best practices, fostering a culture of knowledge sharing.
- Refined and improved document control processes to meet changing organisational needs and facilitate sharing with different parties.
- Monitored compliance with regulatory requirements to safeguard organisational integrity.
- Maintained essential records and reported on project progress regularly.
- Reported on operating income, expenses against budgets and forecasted trends.
- Reviewed working papers for sufficient documentation to successfully complete audit scope and objectives.
- Reviewed internal controls and identified potential control system and process weaknesses requiring attention and resolution.
- Produced monthly and year-end closing statements, financial documents and invoices.
- Reviewed financial paperwork and contracts to ensure terms are met and processed adjustments as necessary.
- Assisted in the development of internal controls and policies to enhance financial security.
- Chased missing transactions to help facilitate timely payments.
- Assisted accountants with expense and sales tracking and reporting.
- Documented financial transactions in [Software] and classified by billing code.
- Prepared weekly, monthly and annual financial reports for analysis by senior accountants.



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Dubai, UAE

SKILLS

- Executive Team Leadership
- Time Management
- Self - Motivation
- Adaptability
- TeamWork
- Excellent Comunication Skills
- Positive Attitude
- Honesty

EDUCATION

Bachelor of Commerce (*Incomplete*)

University of Karachi
Karachi , Pak
Oct 2018

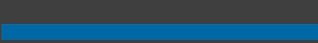
Intermediate (HSSC)

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

January 2018 – October 2018

Rodalf Chemical Limited ,karachi ,Pakistan

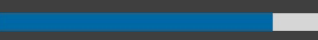
LANGUAGES

English 

Fluent

URDU 

Native

HNDI 

Advanced

- Maintained company records meticulously, ensuring accessibility and accuracy at all times.
 - Refined and improved document control processes to meet changing organisational 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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