

JONATHAN CYRUS JAVED

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Profession: Accountant / Financial Analyst



CORE COMPETENCIES

❖ Financial Management	❖ Accounts Payable – Oracle
❖ Financial Reporting	❖ Accounts Receivable
❖ Project Management	❖ Auditing (Internally)
❖ Financial Presentations	❖ Cash Flow Management
❖ Cost Control & Analysis	❖ Business Development
❖ Budgeting & Forecasting	❖ Facility Coordinator

Contribute towards the growth and development of an organization where opportunities to grow both personally and professionally are ample and at the same time build upon my expertise for the mutual benefit of my employer and self.

In addition, offering 7+ years' exposure across Financial and Business Management, including an International Exposure 5 years (Abu Dhabi, UAE)...Track Record of Success in...

Leadership ~ Project Initiation ~ Organizing ~ Direction ~ Decision-Making ~ Risk-Taking

EXECUTIVE SYNOPSIS

- ❖ Currently working with *Advanced Military Maintenance Repair & Overhaul Center* as a Sr. Accountant.
- ❖ Previously worked with *Armed Forces Officer Club* as an Account Executive.
- ❖ Accomplished, sincere, diligent, and goal-oriented professional, presenting adequate exposure in finance coordination, marketing, and facility roles with various advanced military maintenance repair and overhaul, natural Swedish cosmetics, and community development aspects.
- ❖ Deft in handling team working etiquettes, flexibility, desire to learn, with communication skills.
- ❖ Characterized as a self-motivated, fast-learning, quick-grasping, highly energetic, positive-minded, integrated, proactive, and team-playing activities.

ACADEMICS

- ❖ **MBA (General Management)** | Forman Christian College (A Chartered University), Lahore, Punjab, Pakistan | 2012
- ❖ **B.Com. (Finance)** | University of Punjab, Gujranwala Campus, Punjab, Pakistan | 2009

RECENT WORK EXPERIENCE

Sr. Accountant: *Advanced Military Maintenance Repair & Overhaul Center (AMMROC), Abu Dhabi, UAE:*
Mar 2016 to Present

Key Deliverables:

- Assist senior management in developing and implementing the monthly account planning and activities, and provide guidance to and be a mentor for the junior staff.
- Verify, allocate, post and reconcile accounts payable, participate in financial standards setting and in forecast process.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.

- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Assist and manage the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations and report preparation
- Monitoring the preparation of the purchase requisitions via oracle system.
- Tracking the PRs until the issuance of the purchase order, provide support to the team if any discrepancy arises.
- Verified and analyzed the invoices & bills so as to ensure timely payments and avoidance of duplications.
- Checking and verifying routine transactions and also validating the correctness of posting in relevant head of accounts in financial system.
- Developing ideas and pinpointing business problems, analyzing and interpreting a variety of information.
- Undertaking qualitative research activities and making presentations for internal and external customers, and resolving the discrepancies between internal and external customers.
- Created and sustained the filing system for various documentations to ensure future referencing and easy accessibility.
- Timely completion of assignments within apportioned time while maintaining required quality standards, undertaking planned delegation of work to assistants and reviewing the same
- Organizing and scheduling meetings for the executive management members with both internal / external stakeholders.
- Creating and sustaining filing system for documentations so as to facilitate future referencing and easy accessibility.
- Updating and sustaining the files for both paper & electronic database, comprising of the highly confidential documents, contracts, and agreements.
- Piloting the interpretation of policies & procedures, including the application of knowhow pertaining to the contract documents, specifications, compliance, and product/service quality.

Accounts Executive: *Armed Forces Officer Club, Abu Dhabi, UAE:*

Nov 2015 to Mar 2016

Key Deliverables:

- Prepare preview and final financial statements and periodic reports to the management to facilitate cost control.
- Analyzed, examined, and interpreted account records, complied financial information and reconciled reports and financial data.
- Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
- Forecasted losses and earning using quantitative/qualitative analyses to a high degree of accuracy allowing the company to intelligently manage and invest resources.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Managing the team, including briefing and leading them and assigning them their tasks on the particular projects, making sure deadlines are met and excellent presentation skills.
- Responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Providing support for clients by fulfilling their requirements, maintaining a database of contact information, and building long-lasting, mutually beneficial relationship with external contracts and internal departments to fulfill the organizational goal.

Finance Coordinator: *Advanced Military Maintenance Repair & Overhaul Center (AMMROC), Abu Dhabi, UAE:*

Mar 2014 to Oct 2015

Key Deliverables:

- Generated the accounts payable team, with the ability to process various batch payments.

- Managed the receipt, preparation, and scanning of vendor invoices and process invoices for ensuring payments.
- Sustained the accounts payables and receivables of handling diversified customer log.
- Tracked the Invoice information against various purchase order information & process payments as per laid down policies and procedures.
- Maintained a track of the various outgoing payments, while updating the remittance advice emails and bank details for various vendors.
- Generated the daily cash flow report, while interacting with vendors and responding to various Inquiries.
- Offered the general administrative support, comprising of the scanning, photocopying, and filing activities, including creation of binders, ordering of office supplies, and preparation of expense reports.
- Created and sustained the Filing System for various Documentations to ensure Future Referencing and Easy Accessibility.
- Prepared and updated the periodic reports in a timely manner, as per the quality requirements of the management.
- Coordinating activities as a team member, while ensuring effective independent decisions, with follow-ups via diversified assignments.
- Managing the ability to organize workflow, while ensuring activities within the office and other departments.

EARLIER WORK EXPERIENCE

1. **Advanced Military Maintenance Repair & Overhaul Center (AMMROC), Abu Dhabi, UAE**
Facility Coordinator: Sep 2012 to Mar 2014
2. **Oriflame – Natural Swedish Cosmetics, Gullberg, Lahore Pakistan**
Marketing Officer: Oct 2011 to Feb 2012
3. **Society for Community Development, Church Road Gujranwala, Pakistan**
Accounts Officer: Jan 2009 to Jun 2010

TRAININGS

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| <ul style="list-style-type: none"> ❖ Annual Code of Conduct (2017) ❖ Quality Training (2017) ❖ Soft Skill & Business Ethics (2017) ❖ PR Requisition Training (2016) ❖ AMMROC – Induction Certificate (2016) ❖ Armed Forces Officer Club & Hotel – Induction Certificate (2016) | <ul style="list-style-type: none"> Mubadala Code of Conduct (2015) ❖ US Export Controls (2015) ❖ ACE – Achieving Competency Excellence - UTC (2015) ❖ Internal Audit Training (2014) ❖ Oracle (8005) – Payment Module (2014) |
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TECHNICAL EXPERTISE

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| <ul style="list-style-type: none"> ❖ Oracle (8005)–Accounts Payable Module ❖ Oracle – PR Requisitions ❖ MS Office (Word, Excel, PowerPoint, Visio) | <ul style="list-style-type: none"> ❖ QuickBooks Pro ❖ Peachtree |
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REFERENCES

Professional reference will be furnished upon request.