



# JUNAIS NK

## CERTIFIED MANAGEMENT ACCOUNTANT (CMA)

📞 +966 564378229 ✉ [junaisnechikkadan@gmail.com](mailto:junaisnechikkadan@gmail.com) 📍 Riyadh, Saudi Arabia

🌐 <http://www.linkedin.com/in/junais-nk> 🛂 Visa Status:- Transferable

### PROFESSIONAL SUMMARY

---

Certified Management Accountant (CMA-USA) with over 2 years of hands-on experience in accounting, financial reporting, financial analysis, budgeting and forecasting. Skilled in full-cycle bookkeeping, bank, cash, credit card, DD and tabby reconciliation, internal controls, MIS, general ledger, accounts payable and receivable and preparation of financial statements in accordance with IFRS. Proven expertise in managing month end closing. Adept in using accounting softwares including Oracle Trackare, Acrobics, Zoho Books, QuickBooks, Tally, and advanced Microsoft Excel. Recognized for attention to detail, timely reporting, and strong understanding and commitment to professional ethics and integrity.

### PROFESSIONAL EXPERIENCE

---

**Associate Finance and Accounts (Dec 2023 – Apr 2025)**  
**Aster Shared Services Pvt Ltd (Dubai, United Arab Emirates)**

#### Internal Controls Department

- Conducted pre-audit activities to ensure accuracy, compliance, and completeness of financial transactions.
- Validated and approved Goods Received Notes (GRN), ensuring alignment with purchase orders and vendor invoices.
- Reviewed and authorized vendor invoices for accuracy, policy compliance, and timely processing.
- Handled VAT validation and compliance, ensuring accurate tax treatment in line with statutory regulations.
- Verified and approved doctors' incentives in compliance with contractual agreements and internal policies.
- Monitored, checked, and updated item pricing to maintain accuracy in financial and inventory systems.

#### Treasury Department

- Performed daily and monthly reconciliations across multiple payment channels including bank, cash, credit card, direct deposits (DD), Tabby, and revenue accounts.
- Investigated and resolved reconciliation variances, ensuring accuracy and completeness of financial records.
- Supported month-end closing activities by finalizing reconciliations and preparing schedules for management review.

#### General Ledger & MIS Department

- Reviewed and analyzed the company's Trial Balance to ensure accuracy and compliance and Posted and validated journal entries, including accruals, adjustments, and reclassifications.
- Handled provision booking and reversals, ensuring accurate recognition of expenses and liabilities.
- Prepared and reported daily sales revenue to corporate management, supporting strategic decision-making. Supported MIS reporting by generating and analyzing financial reports for various business units.

## Accountant (Apr 2023 – Nov 2023)

### CM Traders General Merchant & Commission Agent (Kerala, India)

- Prepared and analyzed profit and loss statements, balance sheets, and cash flow statements
- Performed variance and trend analysis across reporting periods to support cost control and strategic decision-making.
- Managed accounts payable and accounts receivable, ensuring timely billing, collections, vendor payments, and accurate aging reports.
- Handled full-cycle book keeping recording purchase bills, expenses, journal entries, and maintaining accurate general ledger records.

## EDUCATION

---

2022 – 2024	<b>Certified Management Accountant (CMA)</b> Institute of Management Accounts (IMA)
2021 – 2023	<b>Master of Commerce (MCOM)</b> Bharathiar University
2018 – 2021	<b>Bachelor of Commerce (BCOM)</b> University of calicut

## SOFTWARE & TOOLS

---

- Oracle
- QuickBooks
- Tally Prime
- Zoho books
- Trackare
- Microsoft Excel (VLOOKUP, Pivot Tables)
- Microsoft Word

## SKILLS

---

- **Financial Management:** Financial Planning & Analysis (FP&A) | Financial Reporting | Budgeting & Forecasting | Cash Flow Management | Cost Control | Variance Analysis | Data Analysis
- **Accounting & Taxation:** Bookkeeping | Accounts Payable & Receivable | Corporate Taxation | Vat Filing
- **Audit& Compliance:** Internal Audits | Risk Assessment | Regulatory Compliance | Process Improvement
- **Personal Traits:** Proficient with Workday | Collaborator | Excellent time management | Tactful | Inquisitive | Resilient | Perseverant | Attention to Detail | Analytical Thinking | Problem-Solving | Effective Communication | Team Player

## LANGUAGES

---

- English
- Malayalam
- Hindi
- Arabic

## PERSONAL INFO

---

Nationality : Indian	Gender : Male	Marital Status : Single	DOB:23-01-2001
Passport No : V9219113	Expiry : 09-05-2032	Iqama :Transferable	Availability : Immediately