

MUHAMMAD SHOAIB JANJUA

Location: Doha, Qatar

Cell: +974 7779 1725

Email Id: shoaibjanjua07@gmail.com



ACCOUNTING & FINANCE PROFESSIONAL

Highly motivated professional with hands-on experience overseeing accounting and finance functions.

Dynamic and results-oriented professional with a successful career in accounting, finance, audit, taxation, client relations, and reports' evaluation in a fast-paced setting. Well versed in leading the preparation and analysis of financial reports, budgets and forecast while maintaining accounting goals. Proficient in robust financial reporting, strategic business management, and developing various financial plans. Instrumental in carrying out tax planning in accordance with the international standards. Expertise in risk assessment and reporting along with deploying enhancement measures to maximize efficiency for optimum productivity, while meeting business objectives. Well-versed in identifying deficiencies in the system and suggesting remedial procedures by internal control memorandum to rectify the control weaknesses.

PROFESSIONAL EXPERIENCE

CAREER TRAJECTORY

Accountant | Noble Steel Mill Pvt. Ltd., Islamabad.

(April 2021 – June 2025)

- **Financial Record Keeping:**
Maintain accurate and up-to-date general ledger entries and supporting documentation.
- **Reconciliation:**
Perform regular bank, vendor, and intercompany account reconciliations to ensure data accuracy.
- **Invoicing and Payments:**
Manage customer invoicing, vendor payments, and accounts receivable/payable functions.
- **Financial Reporting:**
Prepare monthly, quarterly, and annual financial statements and management reports.
- **Budgeting and Forecasting:**
Assist in the preparation of annual budgets and financial forecasts based on historical data and strategic plans.
- **Audit Support:**
Coordinate with internal and external auditors by providing requested documentation and explanations.
- **Tax Preparation:**
Support tax filings including Sales Tax, Income Tax, WHT and other statutory requirements.
- **Payroll Processing:**
Oversee timely and accurate payroll processing, including compliance with labor laws and tax deductions.
- **Expense Management:**
Monitor and control business expenses, implement cost-saving measures, and ensure policy compliance.
- **Financial Analysis:**
Conduct variance analysis, cost-benefit analysis, and profitability reviews to support decision-making.
- **Vendor Management:**
Liaise with vendors to resolve payment issues, negotiate terms, and ensure timely service delivery.
- **Banking Tasks:**
Handle bank-related activities including fund transfers, loan processing, and maintaining relationships with financial institutions.

- **International Purchase (Import):**
Manage the full import cycle including documentation, customs clearance, and vendor coordination.
- **LC Posting and LC Costing:**
Handle Letter of Credit (LC) issuance, posting, and detailed costing for imported goods.
- **Credit Management:**
Evaluate customer creditworthiness, set credit limits, and monitor outstanding receivables.

[Jr. Accountant](#) | PECHS Izmir Ltd., Lahore, Pakistan.
(Feb 2016 – March 2021)

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Handle bank-related activities including fund transfers, loan processing, and maintaining relationships with financial institutions.
- **Financial Record Keeping:**
Maintain accurate and up-to-date general ledger entries and supporting documentation.
- **Reconciliation:**
Perform regular bank, vendor, and intercompany account reconciliations to ensure data accuracy.
- **Invoicing and Payments:**
Manage customer invoicing, vendor payments, and accounts receivable/payable functions.
- **Petty Cash Management:**
Administer and reconcile petty cash funds, ensure proper documentation of expenses, and maintain adequate cash levels for daily operational needs.
- **Payroll Processing:**
Oversee timely and accurate payroll processing, including compliance with labor laws and tax deductions.
- **Tax Preparation:**
Support tax filings including Sales Tax, Income Tax, WHT and other statutory requirements.
- **Audit Support:**
Coordinate with internal and external auditors by providing requested documentation and explanations.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION from GCUF, 2018
BACHELORS OF COMMERCE from University of the Punjab, 2014

SOFTWARE EXPERTISE

SAP Business One (Expert)
QuickBooks Online & Desktop (Expert)
Tally ERP (Expert)
Sage (Expert)

CERTIFICATIONS

SAP Business-I, QuickBooks Online, MS Office (Excel, Word, PowerPoint) and Tally ERP