



IRFAN JUNEJO- FCMA, FPFA

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Professional Profile

The professional person with certification of FCMA / FPFA and an experience of over 17 years in the areas of Finance, Accounts, Budgets, Tax and Treasury has equipped me with all the necessary skills required to match the professional standards of your prestigious organization.

Key Skills

Professional Skills: Reconciliation, Receivable, Payable, Payroll, Accounts, Finance, Costing, Team Management Treasury, Budgeting, Tax, Final Accounts

Personal Skills: Effective Communication, Interpersonal Skills, Quick Learning Ability, Multitasking

Professional History

Chief Manager - Accounts & Finance

January 2020 till to date

Organization: EFU Life Insurance Limited – Pakistan

Responsibilities:

- Various strategic responsibilities.

Senior Manager - Accounts & Finance

January 2018 till December 31,2019

Organization: EFU Life Insurance Limited - Pakistan

Responsibilities:

- Manage the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations and report preparation
- Responsible for hierarchy and scalability in chart of accounts and accuracy in the general ledger and financial statements and has ultimate authority over classification and booking of all transactions

- Collaborate with external auditors to ensure successful audit results and compliance
- Work with Audit, Tax and Treasury Manager to ensure overall coordination of all financial accounting activities through annual report
- Prepare summary feedback of financial statements variances to budget
- Actively review and advise on financial/accounting processes
- Continued focus on improving system efficiencies and business practices
- Work closely with the Director of Accounting & Reporting and others in the organization in analysis and reconciliation of accounts and in development and implementation of accounting policies, procedures and controls.
- Lead team of accounts for implementation of IFRS-17 along with IFRS 9

Manager - Accounts & Finance

January 2014 till December 31 2017

Organization: EFU Life Insurance Limited - Pakistan

Responsibilities:

- Handle full spectrum of financial and cost accounting role e.g.AR, AP, GL, Forecasting, Budgeting etc.
- Responsible for day to day finance and accounts operations.
- Perform full set of accounts and ensure timely closing of accounts.
- Approve accounting entries.
- Responsible for quality, accuracy, and timely submission of monthly forecast and budgeting with an Independent assessment of risks and opportunities.
- Implement of financial policies and procedures.
- Ability to lead on all financial aspects within operations.
- Develop and maintain internal control and effective accounting system and policies for the set up.
- Handling investments, Balance Sheet reconciliation, cash flow projection.
- Review new product accounting net investment review.
- Preparation Financial Statement.
- Thorough knowledge of International financial reporting standards, Local regulatory requirements Including Insurance rules and accounting regulations by Security and Exchange Commission of Pakistan And income tax laws.

Deputy Manager (Accounts)

January 2012 till December 31 2013

Organization: EFU Life Insurance Limited- Pakistan

Responsibilities:

- Preparing monthly/quarterly financial statements, including profit and loss account, budgets, Cash flows, variance analysis and commentaries.
- Interpreting and communicating financial data to non-financial managers.
- Liaising with other functional managers to put the accounts and finance in context.
- Creating, implementing and monitoring processes and procedures around the creation of monthly forecast.
- Perform reconciliation of subsidiary ledger with control ledger
- Involve in tax calculation, returns submission and other matters related to tax
- Involve in designing and implementing accounting systems and controls
- Review of Bank Reconciliations of reporting staff
- Supervise disbursement and collection with respective teams

- Participate and prepare material for training branch staff
- Verifying payroll of employees by reconciling with different GLs.

Assistant Manager (Accounts)

January 2009 till December 31 2011

Organization: EFU Life Insurance Limited- Pakistan

Responsibilities:

- Supervise premium collection around the county branch network
- Supervise disbursement of various expenses of customers, vendors etc.
- Supervise cash management reconciliation
- Maintain register of company advances to their employees
- Assist financial controller in accounts preparation
- Reconcile GL of client receivable and agents payable
- Prepare leasing schedules
- Prepare insurance papers for Main office/Branches, Motor vehicles, Office equipment and computer.
- Supervise bank reconciliation of different staff.
- Maintain collection through online credit card payments and resolve discrepancy if any.

Executive Officer (Accounts)

January 2007 till December 31 2008

Organization: EFU Life Insurance Limited- Pakistan

- Various Job responsibilities according to position

Senior Officer (Accounts)

January 2004 till December 31 2006

Organization: EFU Life Insurance Limited- Pakistan

- Various Job responsibilities according to position

Officer (Accounts)

April 2002 till December 31 2003

Organization: EFU Life Insurance Limited- Pakistan

- Various Job responsibilities according to position
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EDUCATION

Professional Certifications

ACMA (Associate cost and management accountant)

At Institute of Cost and Management Accountants of Pakistan

Year 2014

Location: Karachi, Pakistan

APFA (Associate Public Finance Accountant)

At Pakistan Institute of Public Finance Accountants

Year 2013

Location: Karachi, Pakistan

ACCA (Associate Certified Chartered Accountant)

In Progress

At ACCA GLOBAL

Location: Karachi, Pakistan

Academic Qualification

B.COM (Bachelors in commerce) 2nd Division Year 2000
Karachi University

FSC (Pre-engineering) 2nd Division Year 1997
Hyderabad Sindh Pakistan

HSC (Science) 2nd Division Year 1995
Hyderabad Sindh Pakistan

Personal Information

Father Name : Ghulam Nabi Junejo

Date of Birth : 8 October 1980

Marital status: Married

Address: House No. R-71 Gulshan-e-Omair Sector 42/A, Scheme 33 opposite race course club
Karachi P.O. Box 75300

Skills

- MS.Excel
- MS Word
- MS Power

Languages

- Sindhi Read/Write/Speak
 - Urdu Read/Write/Speak
 - English Read/Write/Speak
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Training and Certifications

- Attend various seminars and training sessions at ICMAP/ICAP and other professional bodies
- Attend two days work shop on IFRS at ICAP conducted by well know trainer Mike Tuner authorised trainer from IFAC & IASB.

Awards & Achievements

- Received appreciation letter from Managing Director being a team member on project of "Payment Express System" is an integral part of our payment system that resulted in faster and more efficient way of handling payments.

- Received Appreciation e-mail from Chief Operation officer & Executive Director, Chief Information officer on project of EFU Life clients portal: UBL/Etisalat- online payment services through credit cards.
- Received certification on corporate English Language program conducted by Sim4com a recognized institute of SAQA (South African Qualification Authority).

References:

References will be furnished when required