



M. SHOAIB JANJUA

**Imports Executive &
Assistant Manager
Finance**

PROFILE

Experienced Assistant Manager Finance & Imports with a Real Estate & Manufacturing business exceeding 08 years of experience. Eager to leverage demonstrated proficiency and knowledge in key aspects of finance and accounting, including Final accounts, Budgeting & Forecasting with comparison, Accounts Receivable/Payable, Financial Statement and Data Analysis, Consolidation of Diverse Entities, Human Resource Management, Internal Auditing, Taxation, and SAP B-I, ERP System/FIS/Peachtree/QuickBooks, Sage and advance Excel. Committed to contributing to the advancement of the company while expanding expertise in new domains.

CONTACT INFO

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LinkedIn:

<https://www.linkedin.com/in/shoaibjanjua/>

Address:

Khanapul, Rawalpindi, Pakistan

PERSONAL INFORMATION

- Father Name: Muhammad Khalil
- CNIC No: 82102-1735883-5
- Gender: Male
- Nationality: Pakistani
- Domicile: Bagh AJK
- Religion: Islam
- Marital Status: Married

EXPERIENCE

IMPORT EXECUTIVE & AM FINANCE

Noble Steel Mills (Pvt.) Ltd

April-2021-Present

IMPORT EXECUTIVE

• Regulatory Compliance:

- Ensured all import activities complied with international trade regulations, customs laws, and company policies.
- Prepared, reviewed, and managed all necessary import documentation including invoices, packing lists, bills of lading, and customs declarations.

• Logistics Coordination:

- Coordinated with shipping and freight forwarders to arrange and oversee the transportation of goods, ensuring timely delivery and receipt.
- Monitored and tracked shipments, addressing any logistical issues to prevent delays.

• Customs Liaison:

- Worked closely with customs brokers and authorities to facilitate smooth customs clearance processes.
- Managed tariff classifications, duty payments, and any applicable duty drawback programs.

• Supplier and Vendor Management:

- Developed and maintained strong relationships with international suppliers and vendors to secure favourable terms and reliable supply chains.
- Negotiated pricing, delivery schedules, and payment terms to optimize procurement operations.

• Financial Management:

- Handled the financial aspects of import operations, including processing payments, managing letters of credit, and monitoring currency exchange rates.
- Controlled and managed budgets, ensuring cost-effective import operations.

• Inventory Control:

- Managed inventory levels to ensure sufficient stock availability while minimizing excess inventory costs.
- Coordinated with warehouse personnel for efficient storage, handling, and distribution of imported goods.

• Risk Management:

- Identified potential risks in the import process, including political, economic, and logistical factors.
- Implemented risk mitigation strategies and ensured adequate insurance coverage for goods in transit.

• Market Research and Analysis:

- Conducted market research to identify emerging trends, new suppliers, and potential cost-saving opportunities.
- Analysed data to improve procurement strategies and optimize the import process.

• Technology Utilization:

- Utilized import management software and tools to streamline operations, track shipments, and maintain accurate records.
- Stayed updated with advancements in logistics and supply chain technology to enhance import efficiency.

EDUCATION

- **MBA (Accounts and Finance) (2018)**
Govt. College University Fsd.
- **B.com (2014)**
Punjab University
- **D.com (2012)**
Govt. College of Commerce Township, Lahore
- **Matriculation (2010)**
BISE Mirpur AJK

KEY SKILLS AND

CHARACTERISTICS

- Expert in MS Office (Excel, PowerPoint, Word)
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership
- Strong interpersonal & communication skills
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure

TECHNOLOGY PROFICIENCY

- SAP
- QuickBooks
- Tally ERP
- Advance Excel

ACTIVITIES AND INTERESTS

- Watching movies
- Playing Cricket & Football
- Reading Books
- Web Researching

REFERENCE

Reference will be provided on demand.

Assistant Manager Finance

• **Financial Reporting and Analysis:**

- Assist in preparation of financial statements, reports, and forecasts to support strategic decision-making.
- Conducted variance analysis and identified key financial metrics to monitor business performance.

• **Budgeting and Forecasting:**

- Assisted in the development of annual budgets and quarterly forecasts.
- Monitored and analysed budget variances, providing insights and recommendations for cost control and optimization.

• **Accounts Management:**

- Supervised accounts payable and accounts receivable functions, ensuring accurate and timely processing of transactions.
- Managed month-end and year-end closing processes, ensuring compliance with accounting standards and policies.

• **Financial Controls and Compliance:**

- Implemented and maintained internal controls to safeguard company assets and ensure financial integrity.
- Ensured compliance with relevant financial regulations, standards, and corporate policies.

• **Audit Coordination:**

- Coordinated internal and external audits, preparing necessary documentation and addressing audit queries.
- Implemented audit recommendations to enhance financial processes and controls.

• **Cash Flow Management:**

- Monitored cash flow to ensure adequate liquidity for operational needs.
- Managed banking relationships and optimized working capital management.

• **Team Leadership and Development:**

- Supervised and mentored junior finance staff, providing training and development opportunities.
- Delegated tasks effectively, ensuring team productivity and adherence to deadlines.

• **Financial Systems and Processes:**

- Assisted in the implementation and maintenance of financial software and systems.
- Streamlined financial processes to enhance efficiency and accuracy.

• **Strategic Financial Planning:**

- Supported senior management in strategic financial planning and decision-making.
- Provided financial insights and analysis for new projects, investments, and business ventures.

• **Risk Management:**

- Identified and mitigated financial risks through effective analysis and proactive measures.
- Developed and maintained risk management policies and procedures.

FINANCE EXECUTIVE

(PECHS Izmir Ltd. Lahore) (Real Estate)

Feb-2016- March-2021

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|-----------------------------|-----------------------|
| ➤ Financial Record Keeping | ➤ Reconciliation |
| ➤ Invoicing and Payments | ➤ Financial Reporting |
| ➤ Budgeting and Forecasting | ➤ Audit Support |
| ➤ Tax Preparation | ➤ Payroll Processing |
| ➤ Expense Management | ➤ Financial Analysis |