



Pakistan

Mr. Junaid Bhatti

## PERSONAL DETAILS

Reference No.	CV-IT-175628-24
Country of Residence	Pakistan
Surname	Bhatti
Given Name	Junaid
Date of Birth	Sunday, 04 Aug 1991
Gender	Male
Marital Status	Married
Religion	Islam

## PASSPORT DETAILS

Passport Number	
Nationality	Pakistan
Date Of Issue	Thursday, 02 Nov 2017
Date Of Expiry	Tuesday, 01 Nov 2022
Place Of Issue	Karachi

## PHYSICAL INFORMATION

<b>Height</b>	5feet. 8inches
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<b>Weight</b>	90 kilograms
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No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

## EDUCATION INFORMATION

<b>Highest Level of Education</b>	Matriculation
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<b>School/College/University Name</b>	Little Master Model School
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<b>Passing Year</b>	2007
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## PROFESSIONAL QUALIFICATIONS

<b>Institute Name</b>	N/A
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<b>Course Title</b>	N/A
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<b>Passing Year</b>	N/A
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## LANGUAGES INFORMATION

<b>Languages</b>	<b>Speaking</b>	<b>Writeing</b>	<b>Understanding</b>
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Urdu	Well	Well	Well
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English	Fair	Fair	Fair
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## EMPLOYMENT HISTORY

<b>Year Of Exprience</b>	5
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## Background

Professional Experience MID CITY Group – Lahore, Pakistan  
Various Roles: Administration, Finance, Internal Audit, Procurement, Construction Site Administration 2018 – Present • Internal Audit Manager (2024 – Present) I am currently leading the Internal Audit Department to ensure compliance, efficiency, and accountability across all departments. I am responsible for auditing various functions, identifying areas for improvement, and providing actionable recommendations to management. • Site Administrator (2022 – 2023) Oversaw on-site administration and documentation, created SOPs, and implemented a structured reporting system for efficient communication. Managed cross-departmental collaboration, ensuring timely completion of tasks and compliance with company standards on the construction site. • Internal Audit Establishment Lead (2021) Tasked by management with establish the internal audit department, creating foundational SOPs, policies, and auditing processes. Developed and maintained comprehensive SOPs, policies, and audit documentation, ensuring alignment with organizational objectives and risk management. Implemented initial frameworks to promote operational efficiency and accountability across the organization. • Operational Manager – Accounts/Finance (2019 – 2021) Directed all finance and accounting operations, focusing on efficient fund management, budgeting, and financial reporting. Maintained oversight of procurement activities, ensuring cost-effective practices aligned with company goals. Collaborated closely with department heads to ensure financial objectives supported broader organizational strategies and compliance. • Accounts/Finance Manager with Administrative Responsibilities (2018 – 2019) Led the Accounts and Finance department, managing financial transactions, banking relationships, and procurement to ensure streamlined financial operations. Took on additional office administration responsibilities, overseeing daily operations and administrative functions to support organizational needs. Established strong vendor relationships, managed procurement processes, and negotiated favorable terms to optimize resources. • Ladies Boutique Business – Karachi, Pakistan Owner and Manager 2009 – 2018 Operated a successful ladies' fabric boutique, managing all aspects of the business, including inventory management, customer service, and financial transactions. Developed a keen understanding of business operations and customer relations, laying the foundation for a career in administration and auditing.

<b>Latest Company</b>	MIDCITY Housing (Pvt) Ltd
<b>Telephone No</b>	92-309-6667417
<b>Address</b>	2 KM, off Ring Road, Near Block M-8 of Lake City, Lahore, Punjab 55150
<b>Date Of Join</b>	2019-07-01
<b>Last date at Job</b>	

**NOTE:-**

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.