



JUNAID BADERI

CONTACT

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📍 Dubai, UAE

ACADEMIC CREDENTIALS

DIPLOMA IN COMPUTER FINANCIAL
ACCOUNTING | 2015

BACHELOR OF COMMERCE | 2013
- IGNOU

HIGHER SECONDARY | 2009
- Board of Higher Secondary
Examination, Kerala, India
- Kuttichira Higher Secondary

SSLC | 2007
- Board of Public Examination,
Kerala, India
- C.M.H.S Mannur

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally9 Tally 7.2	★ ★ ★ ★ ★
MCSE & CCNA	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Self-motivated

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

EMPLOYMENT CHRONICLE

ACCOUNTANT AND MANAGER | 2015-2021

NAJD MINERAL WATER COMPANY (ABU TURKI AL ALAWI TRD.EST)

HARDWARE TECHNICIAN | Nov 2014 – May 2015

SEE IT WORLD COMPUTER SALES & SERVICE. CALICUT, KERALA, INDIA

COMPUTER OPERATOR | 2013-2014

HAQUANI SEA FOODS INDIA

TICKETING STAFF | Jan 2011 – Dec 2012

TWOWINGS TOR & TRAVELS, CALICUT, KERALA, INDIA

COMPUTER TECHNICIAN | 1 Year
INDIA

COMPUTER TECHNICIAN | 3 Months
OMAN

KEY RESPONSIBILITIES

- Finalization of Account, Control of Account receivable and Accounts payable, Bank reconciliation, Control of Management of funds with bank. Client invoicing and Coordination of debtors and follow-up.
- Customer Care
- Verification of Payrolls and recovery of staff advances. Preparation of employee's settlements. Preparation of Bank Guarantees & Letter of Credits.
- Managing Data entry works which involves tally, word and excel entries.
- Collecting customer details.
- Giving proper service to the customers.
- Handling and solving customer's problems.
- Perform regular upgrades to ensure systems remain updated
- Troubleshoot system failures or bugs and provide solutions to restore functionality
- Arrange maintenance sessions to discover and mend inefficiencies
- Keep records of repairs and fixes for future reference

LANGUAGES KNOWN

English	<div></div>	100 %
Malayalam	<div></div>	100 %
Hindi	<div></div>	85 %
Arabic	<div></div>	85 %




PASSPORT DETAILS

Passport Number	: L 2815095
Visa Status	: Visiting Visa

DRIVING LICENSE

- Holder of valid GCC Driving License

INTERESTS

		
Songs	Travelling	Social Networks

REFERENCE

- Available upon request

- Offer timely technical support and teach users how to utilize computers correctly
- Maintain and repair technological equipment (e.g. routers) or peripheral devices
- Manage security options and software in computers and networks to maintain privacy and protection from attacks.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 05/05/1992
Nationality	: Indian
Marital Status	: Married

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

JUNAID BADERI