

CURRICULUM VITAE

Mohamed Junaid MK

Mob : 050 172 4005



KERALA, INDIA

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Current place - Dubai

CAREER OBJECTIVE

Seeking a suitable position in Accounts , Finance & Marketing with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

EDUCATIONAL QUALIFICATIONS

- **BBA Finance. (Calicut University)**
- **Plus Two (Board of Kerala)**
- **SSLC (Board of Kerala)**

IT SKILLS

- Thorough working knowledge in computerized environment
- Systems involving Microsoft Office Packages
- Accounting packages – Tally ERP 9
- SAP

WORK EXPERIENCE

Organization	:	Ideal Sweet & Pastry LLC (ID Fresh Food)
Location	:	Ajman
Nature of Work	:	Computerized Accounting. SAP Accountant
Position	:	Accountant
Period	:	From 2016 December to 2020 August

WORK EXPERIENCE

Organization : **M/s. ACCOUNTS**
(Accounts contractors provide high quality and specialized accounting services to various industries.)

Location : Cochin – Kerala – India.

Nature of Work : Manual & Computerized Accounting

Position : Accountant

Period : From 2014 January to 2016 August

Reference : P.V. Paulose (Ph. # 04842 384 684)

JOB PROFILE

- Compile and analyze financial information's and documents to prepare books of accounts and its finalization.
- Maintenance of Day Book and ledgers
- Maintain Cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet
- Preparation of cash flow and fund flow statements
- Preparation of projected and provisional Balance sheets
- Payroll preparation and Accounting
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and inter-company accounts

PERSONAL INFORMATION

Father's Name : Moideen MK

Date of Birth : 21-09-1993

Gender : Male

Nationality : Indian

Marital Status : No

Religion : Islam

Languages Known : English, Malayalam
Passport No. : M0411676
Date of Issue : 31-07-2014
Date of Expiry : 30-07-2024
Passport Issue Place : Malappuram

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations

Date 27-09-2020

Mohamed Junaid MK