

MOHAMMAD JUNAID

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Professional Profile

“To obtain a challenging position in a growth oriented organization that will benefit from my technical skill, interpersonal skill as well as offer me the opportunity for increasing levels of responsibility and professional growth”

COMPUTER SKILL

- MS Office Applications,
- Accounting software's: Tally ERP 9.0, Peachtree, QuickBooks, Tradeasy & Ms Excel
- Operating Systems: MS Windows, MS Dos, & Mac.

PERSONAL SKILLS

Communication Skills

Ideal Accountancy Skills

Data Processing Skills

Quick Learner

Ability to work under pressure

Professional Experiences

MARKETING EXECUTIVE ----- April 2019 ONWARDS

RED MANGO ICE CREAM PVT LTD, KASARAGOD

Responsibilities

- ✚ Producing marketing and promotional materials.
- ✚ New product listing and strategic promotion planning.
- ✚ Handle consumer complaints and resolve them effectively.
- ✚ Help with marketing plans, advertising, direct marketing.
- ✚ Communicate with target audiences and build and develop customer relationships.

ASSISTANT ACCOUNTANT -----MAY 2018- JAN 2019

DIMENSIONS ICONIC INTERIOR , BUSINESS BAY , DUBAI

Responsibilities

- Responsible for the accounting operations of the company
- Communicate with Project Managers on a variety of job related topics including bonding, insurance and contract agreements.
- Handling CRM
- Payment Certificate
- Expense Report
- Salary Calculation
- Time Sheet

ACCOUNTANT -----April 2015 - June 2017

WINNERS WORLD , PALLIKERE , KASARAGOD

Responsibilities

- Handling and maintaining accounts up to finalization.
- Preparation of year ending schedules and accounts for audit.
- Maintains accounts with inventory.
- Chasing late payments, reporting bad debts and keeping a careful eye on the cash flow.
- Responsible for maintenance of Bank and Petty cash book.
- Maintaining purchase and sales including stock register
- Up-to-date payments follow up

Academic Highlights

- ✓ **Bachelor of Business Management (BBM 2010-13)** [□]
(Srinivas Institute of Management Studies, Mangalore University, Karnataka)
- ✓ **Master Diploma in Financial Accounts (MDFA), Mall of Technical Education, Uduma [2014]** [□]
- ✓ **Accounting Training, Mall of Technical Education, Uduma [2014]**

Language Skills and Proficiency

- English
- Hindi
- Arabic
- Malayalam

Personal Details

- **Father's Name** : ABDUL RAHIMAN
- **Sex** : MALE
- **Marital Status** : SINGLE
- **Date of Birth** : 10-07-1993
- **Nationality** : INDIAN
- **Passport No** : L2809558 ☐
- **Visa Status** : VISIT VISA
- **Visa Expiry** : 2-5-2022

Acknowledgement

I state here that all the details regarding my academic and professional synopsis presented here are true in every regard and to the extent of my understanding and knowledge of the same.

Thank you

MOHAMMAD JUNAID