



Julie Joju

Al Karama
Dubai
United Arab Emirates

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Accountant

Available

SKILLS

- Self-motivation and integrity.
- Business acumen and interest.
- Organizational skills and ability to manage deadlines.
- Team working & analytical ability
- A methodical approach and problem-solving skills.

English: Fluent
Hindi: Bilingual
Tamil: Intermediate
Malayalam: Bilingual

- **Software:** MS Office, Bespoke, Quick book, TALLY ERP, SAP ERP, FORZA ERP.
- **Knowledge:** Proficient in Accounting.

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce (B.com)
University of Calicut, Kerala, India.
- Vocational Higher Secondary Education
Board of Public Examination, Kerala, India.
- Secondary School Leaving Certificate Examination
Board of Public Examination, Kerala, India.

WORK EXPERIENCE

From August 2020 to till the date
Dubai – United Arab Emirates

AFCO FRESH FOOD TRADING LLC, A fresh Food Importing Company
Admin cum Accountant cum Receptionist

Duties and Responsibilities:

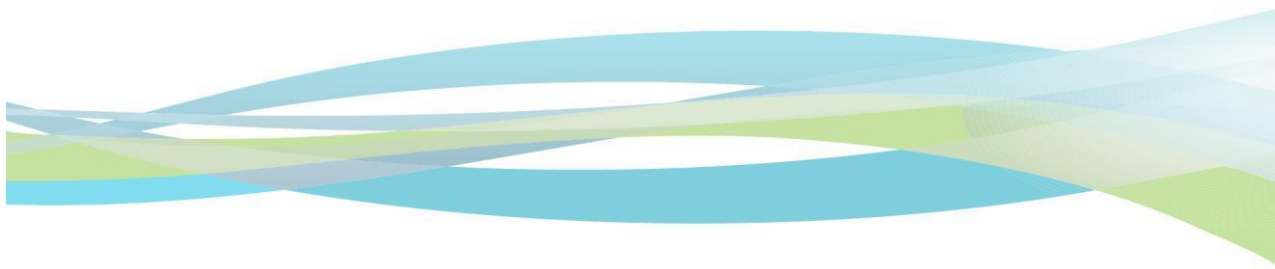
- Answer and direct phone calls in polite and friendly manner
- The supply of goods, sale of goods and the related financial aspects. The supply of goods entails the selection of goods, import and transfer. The financial aspect includes the processing of purchasing and sales invoices, payments etc. The sale of goods implies the proper presentation and positioning of the good in the shop in terms of accessibility, promotion, light exposure.
- Comply with legal regulations, install the necessary systems and provide the necessary documentation, in order to obtain the relevant license.
- Accounts receivable and Accounts Payable
- Responsible for account statements and financial statements
- Maintaining and arranging the files for accounts auditing
- Handling sales and purchase department

From February 2018 to May 2020
Dubai – United Arab Emirates

KAIRALI KALAKENDRAM, School of performing and visual arts.
Admin cum Front Desk Receptionist

Duties and Responsibilities:

- Answer and direct phone calls in polite and friendly manner
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- Keep detailed and accurate records of visitor requests and calls received
- Receive deliveries; sort and distribute incoming mail
- Take inventory of supplies and restock as needed
- Operate and maintain standard office equipments on a regular basis.



STAR TRADING CORPORATION, A Toys Importing Company (From
sept.2011 to January 2018 kerala , India)

Sr. Accounts Assistant

Duties and Responsibilities:

- Accounts receivable and Accounts Payable
- Responsible for account statements and financial statements
- Maintaining and arranging the files for accounts auditing
- Handling sales and purchase department
- Checking in purchase accounts
- Preparation of daily and monthly petty cash settlement
- Posting of daily transactions such as receipt and payments
- Reconciliation of bank statement and supplier accounts
- Handling Petty cash and Payroll

BHAGYADHARA KURIES & FINANCE Pvt Ltd, A Private Finance Company.(2003
March to 2011 August . Kerala , India)

Cashier cum Accounts assistant

Duties and Responsibilities:

- Cash dealing in finance department and clerical department
- Response for cash payable and financial statements
- Supervising the works of Assistants related to the financial department.
- Managing all Department works with all responsibility.

PERSONAL INFORMATION

Nationality : Indian

Gender : Female

Marital Status : Married

Visa Status : On Visit Visa

REFERENCES

Reference available on request