

Accountant & Administration



Personal Details

Mob : +971 557379246

E-mail ID : majnasok@gmail.com

Age : 24 years

Date of Birth : 05-09-1996

Sex : MALE

Nationality : INDIA

Marital Status : SINGLE

Languages Known

- English
- Malayalam
- Tamil
- Hindi

Passport Details

Passport no : M6047200

Visiting visa exp: 17/11/2020

AJNAS OK

Work Experience

- 1 YEAR INTERNSHIP (HGBS)
- 1 YEAR SALES EXPERIENCE IN NEXA KVR AUTOMALL
- 1 YEAR ACCOUNTS EXPERIENCE IN SAFE ZONE AUTO SPARE PARTS LLC DUBAI

Career Objective

- Seeking a challenging and responsible position in an organization where opportunities exist for innovation, Enhancement and professional growth.

Computer Skills

- TALLY- ERP 9
- MS EXCEL
- MS WORD
- MS POWERPOINT
- MS OUT LOOK

Skills & Responsibilities:

- Working under pressure conditions with dedication.
- Ability to work independently and as part of the team..
- Can speak and understand English.
- Interpersonal and time management skills.
- Ability to understand and follow instructions from top levels.
- Reconcile invoices to purchase orders and bill customers.
- Documentation control.
- Collect, categorize, calculate, verify and enter data to maintain accurate records.
- Ability to adapt to a changing and dynamic environment.
- Maintain the general ledger operations.
- Ability to co-operate with staff members.
- Monitor and analyze budget variances.
- Assist with tax fillings.
- Assists with special projects related to process improvements.

Educational Qualification

QUALIFICATION	UNIVERSITY/ COLLEGE	YEAR
S.S.L.C	KERALA STATE (GHSS AROLI)	2012
PLUS TWO	KERALA STATE (CHMS VALAPATTANAM)	2014
BACHELORS OF COMMERCE (B.COM)	KANNUR UNIVERSITY (KAIRALI COLLEGE)	2018
CERTIFIED ACCOUNTING TECHNICIAN	INSTITUTE OF COST ACCCOUNTS IN INDIA	2018

Diploma & Certifications

- Advanced Diploma in Computerized Financial Accounting
- Diploma in Advanced Excel

Declaration:

I, hereby declare that the above-mentioned details furnished by me are true and correct to the best of my knowledge and belief. I am willing to produce original certificates on demand at any stage.

AJNAS OK