



## JUNAID T

Dubai, United Arab Emirates

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+971-568143489

### SKILLS

- Team worker
- Problem solver
- Flexible
- Quick learner
- Positive attitude
- Strong work ethic

### LANGUAGES KNOWN

ENGLISH

HINDI

TAMIL

MALAYALAM

### PERSONAL DATA

Date of Birth : 18/05/1997

Nationality : Indian

Religion : Islam, Muslim

Marital status : Single

Visa status : Visiting visa

### CAREER OBJECTIVE

To seek a situation in an organization where responsibility and proficiency go hand in hand; Where I can prove my competence, and the process alleviate My skills.

### EDUCATION

- **B.com in Co-operation (2017)**  
(Kannur University , Kerala , India)
- **Plus Two in Commerce (2014)**  
(Board higher secondary Education , Kerala , India)

### EXPERIENCE

#### ➤ **Worked as a Billing staff in Elambilat Foods** (Feb 2019- Feb 2021)

- Issue customer account statement periodically or whenever necessary.
- Update accounting records with new payment balances, customer information etc.
- Issue and post bills, receipts and invoices.
- Report on activity to upper management.

#### ➤ **Worked as an Accountant In Avinash & Co** (Oct 2016 - Dec 2018)

- General Accounting works
- Preparation of Profit and Loss Accounts of Companies
- Audit related works
- Preparation of Invoices
- Handling Petty Cash
- Entering of Purchase and Sales Invoices
- E Filing of Sales Tax return

### COMPUTER SKILLS

- MS Office
- Tally
- Peach Tree

### DECLARATION

I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and belief.

Place :

Date :

**JUNAID T**