

JUSTIN JOHNY

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge and skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

PROFESSIONAL EXPERIENCE

Glitter Diamond Technical Services LLC, Al Rigga, Dubai

Position: Assistant Accountant

Duration: May 2020 to Dec 2020

- Handle all accounting data entries.
- Manage Accounts Payable/Receivables.
- Handling petty cash.
- Handling General Ledger.
- Preparing Monthly and Daily Reports.
- Managing Payroll.
- Handling cash invoices and preparing bank reconciliation statements.
- Receiving, allocation and supervision of data.
- Report to Management regarding the finances of establishment.
- Organize and maintain financial records.

Kids Mall, Kanhangad, India

Position: Assistant Accountant

Duration: Dec 2018 to Jan 2020

- Handle all accounting data entries.
- Document financial transactions by entering accounting information.
- Manage Accounts Payable/Receivables.
- Preparation of financial statements and tax returns.
- Handling petty cash.
- Handling General Ledger.
- Prepare and submit weekly/ monthly reports.
- Handling cash invoices and preparing bank reconciliation statements.
- Receiving, allocation and supervision of data.
- Report to Management regarding the finances of establishment.
- Organize and maintain financial records.
- Support month-end and year-end close process.

EDUCATIONAL QUALIFICATIONS

Courses	University/ Board/ Institute	Month, Year of Passing	Aggregate Percentage
CS Foundation, Executive(pursuing)	The Institute of Company Secretaries of India	June 2016	80
B.Com	Mahatma Gandhi University	March 2018	58
Senior Secondary School Leaving Certificate (XII)	Holy Family Higher Secondary School, Rajapuram Board of Higher Secondary Examination, Kerala Govt	March 2015	84
Secondary School Leaving Certificate (X)	Govt, HSS Thayannur General Education Dept, Kerala Govt	March 2013	84

IT PROFICIENCY

- ▶ Skilled in Tally ERP 9
- ▶ Skilled in Tradeasy
- ▶ Skilled in Quick Books, Peachtreee
- ▶ Skilled in MS Excel, MS Word, MS PowerPoint

SOFT SKILLS

- ▶ Strong Interpersonal skills which would aid in developing working relationship with clients and audit team.
- ▶ Good Communication Skills.
- ▶ Good team player, positive outlook.
- ▶ Analytical Skills

PERSONAL PROFILE

Date of Birth	13 January 1997
Gender	Male
Nationality	Indian
Place of Birth	Kanhangad, Kerala, India
Religion	Christianity
Marital Status	Unmarried
Languages	English, Malayalam, Tamil
Stress Buster / Hobbies	Movies, Travelling, Badminton, Reading, Gardening

DECLARATION

Hereby declare that the above stated information is true and correct to the best of my knowledge and belief.

Justin Johny
Dubai