



Junaid. K

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Objective

Seeking a career oriented position with a progressive organization and with committed and dedicated people, where my knowledge and experience will enable me to make significant contribution in achieving organization goals and personal growth especially in office administration duties.

PERSONAL PROFILE

Work Experience

Company	:	Kannankandy Sales Corporation – kerala,INDIA
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Job Title	:	Accountant
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Duration	:	March 2020 to November 2021
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Working as an accountant at Kannankandy E store since April 2021, the top home appliance dealer in the Kannur;

Duties & Responsibilities:

- ✓ Responsible for daily accounting office management and for all store monetary efforts.
- ✓ Prepare and printing a sale items bill with Vat details.
- ✓ Verifying the purchased items and cross checking the bills.
- ✓ Utilizing multiple systems with varying inputs to track and manage store sales and expense.
- ✓ Providing assistance in customer service.
- ✓ Producing daily sale report for store management to review performance.

Participate in development of all above mentioned department goals and objectives, but not limited to.

	:	Emdad LLC – Abudhabi,UAE
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Job Title	:	TIME KEEPER
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Duration	:	Jan 2020 to Apr 2020
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Duties & Responsibilities

- ✓ Maintain the employees' mobilization and demobilization record those who accommodate in the camp for ADNOC Gas Processing Shutdown activities.
- ✓ Maintain employees check in and check out details.
- ✓ Ensured the employees Refreshment stocks.
- ✓ Communicated with employees to gather the feedback and report submitting to the management to run camp smoothly.

	Company	:	KK Associates-Kerala,INDIA
	Job Title	:	Accountant Trainee
	Duration	:	Sep 2019 to Jan 2020
	<u>Duties & Responsibilities:</u> <ul style="list-style-type: none"> ✓ Processing accounting records. ✓ Dealing with phone queries. ✓ Preparing accountant reconciliation. ✓ Liaising with customers. 		
	<u>Education Qualifications</u>		
	<ul style="list-style-type: none"> ❖ Bachelor of Commerce (University of kerala, india) ❖ Plus two Certificate (Govt. of Kerala,india) ❖ Secondary School Certificate (Govt. of Kerala,india) ❖ Diploma in Computerized financial Accounting & Office Management. 		
	<u>Personal Strengths</u>		
	Extremely Responsible, Accurate, Friendly, Team Player, Oriented Nature, Polite, Punctual and Disciplined		
	<u>Languages Known</u>		
	English, Hindi, Tamil & Malayalam		
	<u>Reference</u>		
	Upon request		
<u>Declaration</u>			
I hereby declare that the above-furnished information is true and correct to the best of my knowledge			