



# AJMAL AJ

## Accountant

### E-mail

ajmalaj100@gmail.com

### Phone

+971 56 439 0221

### Address

Dubai-UAE

### Linked in

www.linkedin.com/in/  
ajmal-aj-551394

### PERSONAL INFORMATION

- Date of Birth : 07/06/1997
- Marital Status : Single
- Sex : Male
- Nationality : Indian
- Visa Status : Visit Visa
- Passport No. : P5367290
- Issue Date : 24/03/2017
- Date of Expiry : 23/03/2027
- Place of Issue : Trivandrum

### LANGUAGES

- English
- Hindi
- Malayalam

### KEY SKILLS

- Customer service ★★★★★
- Communication ★★★★★
- Adaptability ★★★★★
- Team work ★★★★★

### ABOUT ME

I gather, track, and correct financial data for businesses in order to assist them in making important financial decisions. I am in charge of conducting financial audits, comparing bank statements, and guaranteeing the accuracy of financial records all year long.

### EDUCATION

- 2022 3DS MAX**  
ARCITE SCHOOL OF TECHNICAL  
Kottiyam, kerala
- 2019 Tally ERP 9**  
G-Tec Computer  
Paripally, kerala
- 2016-2019 B.com**  
Kerala University  
Bachlor's degree

### WORK EXPERIENCE

- Jan 2019 to Mach 2023 **Accountant and Sales Executive**  
Royal gold jewellery  
Kerala

### STRENGTHS

- Able to work as part of a team or independently with little or no supervision
- Flexible and can be able to work in a multicultural environment
- Superb interpersonal skills and exceptional ability towards greater customer satisfaction
- Excellent communication skills
- Computer literacy
- Ability to work under pressure

## DUTY AND RESPONSIBILITY

- ☒ Created and updated spreadsheets and presentations for weekly, monthly and quarterly updates to upper management.
- ☒ Provided detail-oriented administrative support to 10+ coworkers to ensure efficient operations.
- ☒ Participated in establishing objectives and developing processes and procedures to ensure efficient and timely work flow
- ☒ Handling Accounts & Store and Monitoring office expenses and costs.
- ☒ Files Keeping on daily basis & maintain confidential records & files. Post and process journal entries to ensure all business transactions are recorded
- ☒ Update accounts receivable and issue invoices
- ☒ Update accounts payable and perform reconciliations
- ☒ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- ☒ Assist with reviewing of expenses, payroll records etc. as assigned
- ☒ Update financial data in databases to ensure that information will be accurate and immediately available when needed
- ☒ Prepare and submit weekly/monthly reports
- ☒ Assist senior accountants in the preparation of monthly/yearly closings
- ☒ Assist with other accounting projects ☒ Auditing and analyzing financial performance.
- ☒ Monitoring spending and budgets ☒ Process Of the payment ☒ Create Quotations
- ☒ Auditing and analyzing financial performance. ☒ Financial forecasting and risk analysis.
- ☒ Advising on how to reduce costs and increase profits.
- ☒ Compiling and presenting financial and budget reports ☒ Monitoring spending and budgets
- ☒ Journal entries Create invoices ☒ Process Of the payment ☒ Create Quotations
- ☒ Update accounts receivable and issue invoices and Update accounts payable and perform reconciliations
- ☒ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines

## DECLARATION

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

**AJMAL AJ**