



JUNAID KEERANTKATH

**ADMINISTRATOR, HR ASSISTANCE, ACCOUNTS, SALES
PROCUREMENT, LOGISTICS, PURCHASER**

Age: 36 (22nd May 1987)

PROFILE

Executive Summary

Career Objective

Secure a responsible position in any job, sharing my rich experience and advanced abilities to effect employer growth and success.

CONTACT

Mobile/ WhatsApp

+971 559218855

EMAIL:

Junaid427@gmail.com

HOBBIES

Travelling, Reading
Drawing and Designing



Baithul izza
Pariyarm, Puliyoal
Post thiruvattoor 670502
Kannur – Kerala - INDIA

Ready to join immediately

Visa Status : Visit Visa up to 10 jan 2024

Date: 10th Nov 2023

EDUCATION

BA English Literature # Calicut University – KERALA 2005-2008

Diploma in Indian and Foreign Accounting - ICS- INDIA

Master in Arabic # Darussalam University – Calicut KERALA 2003-2008

Higher Secondary # Higher Secondary Education Board/DHSE 2004-2005

SSLC #Kerala Board of Public Examination/KBPE 2003

WORK EXPERIENCE

(10-12 Years in UAE)

EVERPURE – UAE Silver Corner Water Filtration 2013-2022 (9 Years)
Accounts cum Administration work

CUSTOMS CLERK Under **ABUDHABI CUSTOMS DEPT.** 2011,2012
Trans Desert Clearing and Forwarding Est.

DUBAI LIBRARY DISTRIBUTORS- (Books & Stationery Co.)
Shop in charge: 2008-2011

Arabic Teacher: Kerala Islamic Education Board (3 Yrs Experience)
IDEAL DÉCOR FURNITURE CO.Kerala- Accountant (2 Yrs Experience)

SKILLS

TYPING: ENGLISH, ARABIC, MALAYALAM, HINDI

Language fluency: ENGLISH, ARABIC, HINDI, URDU, MALAYALAM

Graphic Designing: Photoshop, Corel Draw, Adobe Premier

ACCOUNTING: Tally, Quick Book, Peachtree, Web dusk ERP, Tax filing

Declaration

I hereby declare that the information provided is true to the best of my knowledge and I bear responsibility for the correctness of the information provided. Hereby, I declare that all the information provided is genuine to the best of my knowledge

Junaid Keerantkath