



SAIJU JOHN

ACCOUNTANT

My Contact

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☎ +971501795822

📍 RAS AL KHAIMA

Hard Skill

- Data mining and analysis
- Financial accounting
- Business valuation
- Credit Note Making

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- BACHELORS OF BUSINESS ADMINISTRATION
BHARATHIYAR UNIVERSITY COIMBATOR, TN,
INDIA
Completed in 2021
- DIPLOMA IN OFFICE AUTOMATION & FINACIAL
ACCOUNTING
C-DAC, MINISTRY OF IT &
COMMUNICATION, GOVT OF INDIA
Completed in 2022

Passport Details

Passport No : V7461799
Issued On : 16-03-2022
Up to : 15-03-2032

About Me

To engage in a career that will allow for progress in terms of expertise, socio- economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

Professional Experience

ACCOUNTANT AT DAY TO DAY SHOP, RAS AL KHAIMA,UAE
2022 – Present

All kind of Accounting Works, Preparing monthly and annual accounts, Experience in Tally ERP 9 & M.S Office Corporate document maintenance, Projecting cost calculations. Liaising with auditors, Processing employee expenses, Data gathering Receiving and storing invoices, using digital systems to keep records and create payments, Preparing and posting journals Logging daily entries in accordance with accounting policy Experience

RELATIONSHIP OFFICER AT RBL BANK, INDIA
2021-2022

Generate new customer leads through various channels, proactively identify sales prospects and conduct business development activities, follow up on new leads and referrals to generate business, Achieving the monthly sales targets, Cross sell assets and fee products, Follow the various internal guidelines and procedures of the bank, ensure customer satisfaction through regular engagement, Resolve customer queries/issues and facilitate customer service, Maintain periodic status reports, including daily activity report and calls/follow-ups mad

SHOWROOM INCHARGER AT MOW, INDIA
2019-2021

- Key responsibilities:
- Analyzed financial data
- Observed financial performance and identified trends
- Prepared reports on the above information and reported the insights.

SOFTWARE KNOWLEDGE

- TALLY ERP 9
- MICROSOFT OFFICE
- XERTS PRO
- ITEM MASTER