

JUNAID B V



Contact

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Personal Details

Date of Birth : 16/03/2000

Marital Status : Single

Nationality : Indian

Passport : V2137102

Place : Sharjah

Skills

Microsoft office [Excel, Word, Powerpoint] 100%

ERP System 100%

Accounts payable 100%

Accounts receivable 100%

Account reconciliation process 80%

Financial reporting 100%

Expense Reporting 100%

Maintaining Guest Relations 100%

OBJECTIVE

Seeking a challenging and dynamic position as an Accountant in a big company where I can use my expertise and knowledge to enhance financial management and drive success

SUMMARY

Two years of experience in financial accounting and reporting, with a proven track record in meeting deadlines and delivering accurate financial statements

. Strong understanding of accounting principles and procedures, as well as financial reporting standards (IFRS and GAAP).

. Proficient in using accounting software (QuickBooks, ERP) and Microsoft Office (Excel, Word, PowerPoint).

. Ability to work independently and as part of a team, with excellent communication and problem-solving skills.

EXPERIENCE

KPM GROUP

2021 -

ACCOUNTANT TRAINEE

2022

Prepare and analyze monthly financial statements. Including balance sheets, income statements, and cash flow statements.

Maintaining accounts receivable and accounts payable

Record and reconcile general ledger accounts ensuring accuracy and completeness of financial data.

Maintain fixed asset records and depreciation schedule

Prepare financial reports and analyses for management review

Assisted with the preparation of monthly financial statements and reconciliations.

Recorded and posted journal entries to the general ledger

Reconciled bank and credit card accounts

Paying monthly payroll

Team Player	100%	Lewee's , Calicut	2022 - 2023
		JUNIOR ACCOUNTANT	2023
		Assisted with preparation of monthly financial statement	
Languages		Compiled and analyzed financial information to prepare entries for general ledger accounts.	
English		Reconciled month end totals for timely and accurate reporting of financial information.	
Malayalam		Implemented and maintained internal controls and accounting procedure	
Arabic		Managed supplier accounts and built lasting relationships with suppliers	
Hindi		Offered advice and direction to help clients better understand financial goals.	
		Generated and submitted invoices based upon established accounts receivable schedules and terms	
		Provided journal entries and performed accounting on accrual basis.	
		Maintained integrity of general ledger and chart of accounts	
		Compiled general ledger entries on short schedule with 100% accuracy.	
		Collected and reported monthly expense variances and explanations.	
		Initiated comprehensive account assessments to check viability, stability, and profitability of business operations.	
		Reports to Senior Accountant	
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EDUCATION			
		Kerala Board Syllabus 2018 from valapattanam GHSS	2018
		Commerce With Computer Application	
		Kannur University	2021
		Bachelor of Business Administration	
		IMA	Currently
		CMA USA (completed part 1)	