

JUNAID EROOL

Junaidjunu205@gmail.com @

+96878783259

Alaya , ibra, Oman

<https://www.linkedin.com/in/junaid-erool-b17b71218> in



OBJECTIVE

To be in a position in result oriented company that seeks an ambitious and career conscious person where acquired skills and education will be utilised towards continuous growth and advancement of the company.

EXPERIENCE

SANMAYA FURNITURE

Junior Accountant

Preparation and finalization of accounts

01/02/2017

-

31/05/2018

Assist in the processing of ledgers, income statements and other financial statements according to legal and company accounting and financial guidelines.

Handle business and legal documents.

Maintain accounts receivable, document bills and supporting documentation

Maintain accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures

Conduct banking transactions on behalf of the firm.

Maintain accounting controls by following policies and procedures; complying with state, and local financial legal requirements.

Handle VAT/Income Tax rules

Provide financial status information by preparing special reports

Accomplish accounting and organization mission by completing related results as needed.

EDUCATION

KERALA STATE BOARD OF EXAMINATION

SSLC

2013-14

KERALA HIGHER SECONDARY EDUCATION

Plus Two

2015-16

GURUKULAM COMPUTER EDUCATION

Diploma In Business accounting

2017

Kannur University

BBA

2017-2020

College of Commerce

ADVANCED DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING

2019-20

Skillup

Business Analytics With Excel

2022

TECHNICAL SKILLS

Tally

Peachtree

M.S Word

M.S Excel

Extensive usage of email and internet

PERSONAL DATA

Date of Birth: 24/04/1999

Gender: Male

Marital status: unmarried

Nationality: indian

Languages: English, Malayalam, Tamil

Passport No: U4190606

SKILLS

Teamwork

Problem solving

Time management

Work ethic

Adaptability

INTERESTS

Swimming

Reading

Travelling

DECLARATION

I have by declare that all the information given above is genuine to the best of my knowledge and belief and if you given an opportunity to work in your organisation, I will put my best sincere efforts for the improvement of the organisation.

Yours faithfully
JUNAID EROOL