

**JUNAIS KP – CV No 2009502**

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**CAREER OBJECTIVE**

To use my talents to the service of my employer organization and become a self motivated and goal oriented professional committed to pursuing a long term career in the organization which encourages creativity, innovation and provides opportunities to explore myself fully and realize my potential and for mutual growth.

**EMPLOYMENT HISTORY**

Accountant | *01/12/2013 – 10/10/2016*

##### *It was established in 2013 and is a general contractor offering construction services in terms of Site contract, Site Analysis, Feasibility Studies, Preliminary Design Studies, Permit/Zoning Applications, etc.*

**Responsibilities:**

* Maintaining computerized accounting with Tally ERP 9.
* Preparing accounts receivable and payable from vendors and suppliers.
* Review all invoices for appropriate documentation and approval prior to payment.
* Posts revenues by verifying and entering transactions from our clients and local deposits.
* Posts customer payments by recording cash, checks, and credit transactions.
* Preparing bank reconciliations and coordinate periodical Internal auditing.
* Coordinate with Chief accountant to prepare financial reports.
* Preparing staff daily time sheet and monthly payroll sheet.

**Accountant** | **SIGMA ELECTRONICS GALLERY**

**Kerala, India** *|01/08/2011 – 18/11/2013*

***Sigma Electronics*** *gallery is an Electronics and home appliance store on [edavanna](https://en.wikipedia.org/wiki/Great_Marlborough_Street" \o "Great Marlborough Street) in India which sells Electronics and Home appliances including television, refrigerator, air-conditions, etc.*

**Responsibilities:**

* Write, maintain and manage records of day-to-day transactions.
* Prepare sales and purchase entries
* Prepare invoices and review collections of all accounts receivables.
* Daily updating of stock movements and monthly stock verification.
* Prepare and review revenue, expense, payroll entries and other accounting documents.
* Handling accounts payable & receivable and finalise monthly collection reports.

**EDUCATIONAL QUALIFICATIONS**

### Master’s Degree, MK University, Tamilnadu, India

(From 2014) Result waiting

**Master’s in Commerce (M.COM) | GENERAL**

M.com has helped me gain administration and financial knowledge. The course has taught me to understand the various business financial activities. Theoretical knowledge can help me enter the practical world and use this effectively. The job that I have got has enabled me to understand how to implement my theoretical knowledge and thus work effectively and efficiently.

### Bachelor’s Degree, India

Mahatma Gandhi University (2008-2011)

**Bachelor of Commerce (B.COM)**

A degree in Commerce has helped me understand the use of technology to carry out various activities especially for business. The course has helped me to learn about the different IT applications (Tally and MS-Office) and its implementations in business sector, especially in accounting and in banking. The degree has helped me a lot to easily adapt to the latest technologies and uses in business sector.

**KEY SKILLS**

#### Technical Skills

* Office Automation (MS-Word, MS-Excel, MS- PowerPoint and dos & Fundamentals etc.)
* Gulf Accounting (Tally, Peachtree, QuickBooks and Tradeasy, SAP (fi/co))
* Ability to work with Mac OS and Windows OS

#### Personal Skills

* Excellent grasping and understanding skills.
* Good communication and analytical skills.
* Efficient in working in a team and as a team leader.
* Well prepared to adapt to new and difficult Situations..
* Highly focused and hard working.

**PERSONAL PROFILE**

* Date of birth : 23rd September 1990
* Sex : Male
* Marital status : Single
* Religion : Islam

Visa status : Visit visa

* Nationality : Indian
* Languages Known : English, Malayalam, Tamil.

**DECLARATION**

I hereby declare that all the information mentioned here are true to the best of my knowledge and belief.

**JUNAIS KP**

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| **JUNAIS KP – CV No 2009502**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |