



# JUNAIS MOOLAYIL

## CONTACT

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## PERSONAL DETAILS

Nationality : Indian

Date of Birth : 15-09-1998

Marital Status : Single

Passport No : T4214350

Date of issue : 10/06/2019

Date of Expire : 09/06/2029

## JOB RESPONSIBILITIES

- Manual and computerized accounting up to finalization
- Detailed knowledge about accounting principle and accounting standard.
- Office administration
- Wages and Salary list preparation
- Preparation and Submission of Monthly & Annual Tax returns to Govt. Authority
- Following collection from debtors

## CAREER OBJECTIVES

To seek excellence in my profession in a corporate or a competitive environment and to work with an organization, where I can apply my skills and potentials at it's fullest to achieve the goals by maintaining ethical policies and behavior of the organization, and to be productive, motivated and committed towards the job.

## EDUCATION

- BACHELOR OF COMMERCE - 2019**  
University of Calicut, Kerala, India
- POST GRADUATE DIPLOMA IN INDIAN & FOREIGN ACCOUNTING (PGDIFA)**  
Institute of Professional Accountants (IPA)  
Kozhikode, Kerala, India  
(An ISO 9001-2015 Certified Accountants Training Institute)

## COMPUTER SKILLS

### Accounting Packages

- Tally ERP 9, QuickBooks, SAP, Peachtree / Sage 50

### Office Tools

- MS Excel (Word, Office, PowerPoint)

## PROFESSIONAL EXPERIENC

- Cashier and Salesman**                      **July 2019 – Oct 2020**  
NEDUMPOKIL SUPER STORE (Kerala , India )
- Accountant cum Administrator** **Nov 2020 – Jan 2022**  
Stone World ( Kerala, India )
- Accountant**                                      **Apr 2022 – May 2022**  
Oriana General Trading LLC ( Dubai, U.A.E )