



# MAHAMMED JUNAID

## CAREER OBJECTIVE:

Well motivated to constantly develop my skills and grow professionally.

## EXPERIENCE:

### Desicrew Services PVT LTD

#### Data Entry (july 2019 - Oct 2021)

- Insert customer and account data by inputting text based and numerical information from source documents within time limits compile.
- Verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures generate.
- Testing new database systems and software updates.

### Vizyon Electrical Pvt Ltd

#### ACCOUNTANT (JULY 2018 TO MARCH 2019)

- Prepare report of profit and loss, balance sheet
- Prepare supplier payable and customers receivable ageing report.
- Prepare monthly and quarterly report.
- Maintain petty cash report, Inventory report and required client reports.
- Checking bank statement and weekly reconciliation



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DUBAI, UAE

## EDUCATION

B.com-St.Mary's College Shivra

PUC-Dandathirtha  
Pre-University College Kaup

SSLC-Mahadavi High School  
Kaup

Proficient in Computer Ms-Excel  
Ms-Word and Tally

## LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI
- KANNADA
- TAMIL

## HOBBIES

- Adventure Sports
- Cricket
- Volley ball
- Travelling
- Socialising

## SKILLS

- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality

- Maintain daily accounts activities
- Generating financial report
- Expenses deposit & other works.
- Day to Day petty cash management and accounting.
- Sales and purchase entry level.
- Making report as per management request.

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## PERSONAL DETAILS

Gender : Male

Nationality : Indian

Date of Birth : 10-07-1998

Marital Status : Single

Passport No. : T6462574

Visa Status : Visit Visa

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## DECLARATION

I hereby declare that all the information above provided is true to the best of my knowledge. I take full liability for correctness of the information.

MAHAMMED JUNAID