

NAVAS V KUNJIMUHAMMED

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CAREER OBJECTIVE

Seeking a dynamic career in Accounting or Finance consulting position, as I look up on it as a challenging and a desire for continuous self-development. I see myself as a practical, flexible, conscientious, and self-motivated with an ability to achieve set objectives independently and overcome obstacles by communicating and listening, learning by way of mistakes and failures.

PROFESSIONAL EXPERIENCE: 4 Year

1) Designation: Accountant

Organization: Lebanese Fruit Co LLC-DUBAI

Duration: MAY 2017 to Present



DUTIES:

- Maintains accounting controls by preparing and recommending policies and procedures.
- Handling accounts Receivable & Payables
- Bank & Customer accounts Reconciliation.
- Raised invoices, debit/credit notes, purchase orders, delivery notes, receipts and payments.
- Assisting finance department and senior accounting staff members with various tasks, including preparing reports, diagrams and statements.
- Customers & Supplier expenses management.
- Prepare bank deposits, Investigate and resolve customer's queries.
- Maintaining track on ageing of outstanding Invoices and delayed payments.
- Prepare monthly promotion and Discount codes as per the cost and price.
- Preparing Journal Vouchers including monthly closing entries and monthly operating Expenses.
- Posting to ledgers and preparing monthly trial balances.
- Physical stock taking, valuation and Stock reconciliation.
- Managed documentation and data entry (posting) of day to day transactions in ERP.

2) Designation: Accounts Clerk.

Organization: Co-operative Bank, Thrissur-Kerala

Duration: October 2014 to December 2016

DUTIES:

- Assisting finance department and senior accounting staff members with various tasks, including preparing budgets, records and statements.
- Managing payroll and posting daily receipts.
- Handling accruals and prepayment responsibilities.

- Processed transactions, including money transfer, deposits and withdrawals and data entry to update client files.
- Communicate effectively with customers, managers, and co-workers through a variety of channels including email, phone, traditional mail and through the use of various office machines.

3) Designation: Accounts - Trainee.

Organization: Accounting Services Society - Kerala

Duration: October 2013 to August 2014

DUTIES:

- Preparation and analysis of financial statements including notes to accounts.
- Preparing project reports, checking & establishment of internal control system.
- Vouching of various books like purchase book, cash book and journal books.
- Calculating tax liability and submitting tax returns and associated documents.
- Office administration and payroll management.

EDUCATIONAL DETAILS

- **Bachelor of Business Administration (BBA)**, Calicut University – India
- **Diploma in Professional Accounting** – Accounting Service Society – Kerala
- **Plus Two (Intermediate of Commerce)** – Kerala State Board
- **Secondary School Leaving Certificate** – Kerala State Board

PROFESSIONAL CERTIFICATION

- **Diploma** in Professional Accounting, **Diploma** in Computer Hardware and Software.

PERSONAL PROFILE

Full Name	:	NAVAS V KUNJIMUHAMMED
Date of Birth	:	29-01-1992
Nationality	:	Indian
Religion	:	Islam
Passport #	:	L1380292 (16-04-2023)
Marital Status	:	Single
Visa profession	:	Accountant General
Languages	:	English, Hindi, Arabic, Malayalam

DECLARATION

I hereby declare that all the matters given in my resume are true and correct to the best of my knowledge. I will strictly follow the rules of the organization and sincerely do the job assigned to me.

SHARJAH

NAVAS V KUNJIMUHAMMED