

JUHAINA N P

ACCOUNTANT



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- ✉ juhainanp7@gmail.com
- 📍 Sharjah, UAE

PROFILE

Proactive and detail-oriented accountant with a strong background in financial documentation, transaction processing, and bank reconciliation. Proven ability to manage multiple tasks efficiently while maintaining high accuracy. Adept at payroll management and ensuring compliance with financial regulations.

SKILLS

- Tally ERP Proficiency
- Adaptability to Financial Systems
- Accuracy in Financial Documentation
- Time Management
- Communication Skills
- Compliance and Ethics
- Familiarity with Value Added Tax (VAT)

EXPERIENCE

ASSISTANT ACCOUNTANT

PACE INTERNATIONAL SCHOOL (PREPARED ACADEMY), UAE
2023-2024

- Managed **daily transaction postings** to ensure accuracy in financial records.
- Conducted detailed **bank reconciliations** for accurate financial reporting.
- Oversaw **payroll processing**, ensuring timely and accurate payments.
- Provided **academic services**,
- Prepared reports on **stock management** to maintain control over school supplies.

ACCOUNTANT

KET PUBLIC SCHOOL, KERALA, INDIA
2020-2022-2Year

- Prepared **balance sheets and profit & loss accounts** to reflect financial status.
- Conducted regular **cash and bank reconciliations** for accuracy.
- Processed **payments and managed monthly payroll**, ensuring compliance.
- Maintained **stock management** reports for accurate **inventory tracking**.

EDUCATION

• MASTER OF COMMERCE (FINANCE)

Calicut university, Kerala, India
Holy Cross Institute of Management and Technology, Calicut

• BACHELOR OF COMMERCE

Calicut university, Kerala, India
MET Arts and Science College, Nadapuram
Kozhikode, Kerala

PERSONAL INFO

- DOB: 14/04/1996
- NATIONALITY : INDIAN
- VISA: SPOUSE VISA