

MUHAMMAD JUNAID



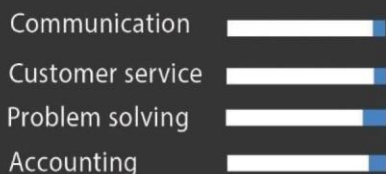
**COST ACCOUNTANT CUM
SALES COORDINATOR CUM
ASSISTANT ACCOUNTANT**

📍 Ajman, UAE

☎ +971508913465

✉ junaidjunu7667@gmail.com

Professional Skills



IT Skills

 TALLY ERP 9

 MS EXCEL

 MS WORD

Languages



Personal Details

D.O.B : 22-05 -1995

Gender : Male

Marital Status : Married

Nationality : Indian

Passport No : R9585202

Profile Summary

Seeking a responsible position in a company commensurate to my work experience and abilities. Enabling the full utilization of my accounting and coordinating skills, to contribute towards the growth and development of its organization. To work in a dynamic and enterprising environment that would entail value addition to the organization and for my personal development. To develop and implement modern industry strategies that offers an opportunity for growth and advancement.

Areas Expertise

- Cost Accounting
- Sales Coordinator
- Accounting and Finance
- Clients Management
- Month end procedure
- Customer Service

Skills and Specifications

- Time Management
- Knowledge of VAT
- Communication Skills
- Attention to detail
- Problem Assessment
- Decision Making
- Team Facilitator
- Organization Skills
- Cost Accounting

Education

2015-2017 Bachelor of Commerce with Computer Application
From Kerala University

Employment

Cost Accountant, Sales coordinator cum Assistant accountant
(2019 – Present) Al Muqarram Hygienic Products Industry LLC –
Ajman, UAE

Work Profile:

- Performing the costing of Company products.
- Coordinating the sales team by managing schedules, filing, Export of documents and communicating relevant information
- Prepare LPO, Sales Order, Invoice etc.
- Preparing Delivery Order, Quotation, Proforma invoice, Packing list
- Cold calling and follow up to generate leads
- Replying mails to the clients and provide them with required information
- Providing support to the Sales department.
- Preparing sales report daily, weekly, and monthly.
- Ordering and ensuring the delivery of goods to customers.
- Responding to complaints from customers and give after sales support when required.
- Maintains Sales ledgers by verifying and posting sales transactions.
- Set up meetings with potential clients and listen to their requirement and provide solutions.
- VAT return filing
- Assist in the preparation of promotional materials
- Bills receivable and Bills payable.

Accountant (June 2017 - June 2019)

GRA & Co, Chartered Accountants- Kochi, Kerala, India

- ▶ Prepare financial statement
- ▶ Daily accounts/cash/bank
- ▶ Cheque / cash deposit
- ▶ Customer / supplier payment follow up
- ▶ Petty cash

Sales Executive (April 2012 - January 2014)

Madeena Nirmithi Palace – Alappuzha, Kerala

Work Profile:

- ▶ Conduct market research to identify selling possibilities.
- ▶ Maintain and develop relationship with existing customer via email or telephone.
- ▶ Respond to incoming emails and phone enquiries.
- ▶ Ensure the availability of stock sales.
- ▶ Collaborate with team members to achieve better result.

Declaration

I hereby declare that all the above furnished details and particulars are true to the best of my knowledge and belief I am also confident of my ability to work in a team. And can support by relevant documents as when required.

Place:

Date:

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