



# AJAY PREMJI

ASST. ACCOUNTANT

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ajaypremji333@gmail.com

 Ajay Premji

## EDUCATION

MBA Finance and Marketing  
Kannur University  
2019-2021

Bcom Finance  
Kannur University  
2015-2018

CERTIFIED PROFESSIONAL  
ACCOUNTANT (CPA)  
PROFESSIONAL SCHOOL OF  
ACCOUNTING  
07-2017 TO 03-2018

Government Higher  
Secondary School, Bethurpara  
Commerce  
2013-2015

## SKILLS

- Self-confident, hardworking & flexible
- Problem solving
- communications and interpersonal skill
- Detail oriented & Proactive
- Adaptability
- Organisational & Multitasking
- Time management

## OBJECTIVE

To work in a healthy, innovative, and challenging environment extracting the best out of me which is conducive to learn and grow at professional as well as personal level thereby directing future endeavors as an asset to the organization. A detail oriented and focused individual who has extensive knowledge in finance and Marketing , administrative procedures, and digital marketing.

## WORK EXPERIENCE

Assistant Accountant 03/2023 – 8/2024

**AL HAJAR AL ABYADH MARBLE AND GRANITE TR**

- Maintaining books of accounts and daily records.
- Managing financial documents, filing and other administrative tasks
- Bank Reconciliation.
- Supporting senior accountants and the finance team generally.
- Preparing daily deposits by calculating and entering verified daily totals (cash and checks) into spreadsheet(s) reporting system.
- Invoicing and quotations.
- Ensuring timely and accurate completion of invoices and payments, sales receipts and Purchase orders.
- Petty cash Management.
- Filing VAT quarterly.
- Followed up of CDC & PDC.
- Preparing employee salary statements and processing WPS.
- General administrative duties as required by senior staff.
- Responsible for keeping the documents for records.
- Stock Monitoring and Control.
- Stock Receiving and Inspection.
- Monitoring daily communications and answering queries.
- Manage and oversee social media content.

Management Trainee

**PODCLASS** 01/2022 – 06/2022

6 Month worked with Podclass as a role of management trainee, Malabar Innovation Entrepreneurship Zone Mangattuparamba, Kannur, India

- Performed direct sales and telisales
- Create and delivered compelling presentations to promote products.

## LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI

## PERSONAL DETAILS

- DATE OF BIRTH : 08/07/1997
- NATIONALITY : INDIA
- PASSPORT : V2239584
- EXPIRY DATE : 29/09/2031
- VISA STATUS : CANCELLED VISA

## SOFTWARE SKILLS

- TALLY
- PEACHTREE
- QUICKBOOKS
- WINGS
- MS EXCELL
- MS OFFICE

- Provided administrative support for the manager
- Understood customer needs and requirements.
- Meeting sales quotas
- Provided information to customers

Assistant Accountant

**MANESH ASSOCIATES**

05/2018 - 07/2019

- Maintained Financial Records
- Managed Accounts Payable/Receivable
- Bank Reconciliations
- Maintained General Ledger
- Assisted in Financial Reporting
- Handled Administrative Tasks

## DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

Ajay Premji