

# ROMJAN

DUBAI UNITED ARAB EMIRATES

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## WEBSITE, PORTFOLIO, PROFILES

- <https://romjan123.github.io/romjan/>
- <https://twitter.com/romjan1995>
- <https://linkedin.com/in/romjan1995>

Detail-oriented Junior Accounting offers 2 years of experience in accounting roles. Skilled in account reconciliation, report drafting and collections. Industrious and meticulous with strong history of integrity and reliability.

## SKILLS

- HTML
- Attention to Detail
- Analytical and Critical Thinking
- Teamwork and Collaboration
- CSS
- Data Entry
- MS Office

## WORK HISTORY

Ayesha Ismaeil Technical Services

Junior Accounting Clerk // Dubai, AE // February 2021 to Current

- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Communicated with suppliers to reconcile invoice payments.
- Used accounting software to prepare weekly and monthly financial reports.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Completed weekly check runs and maintained accounting ledgers by verifying and posting account transactions into accounting system.
- Monitored status of accounts receivable and payable to facilitate prompt processing

Arabian Trading Supplier

Sales Merchandiser // Riyadh, KSA // July 2017 to July 2019

- Advanced sales cycle plans by maximizing placement of promotions, point of sale materials and product visibility.
- Planned and coordinated product availability for advertising and promotion purposes.
- Ran markdown reports, managed store replenishment and analyzed buying reports.
- Removed damaged, out-of-code, not-in-set and discontinued items from displays.

## EDUCATION

Under Graduate - Accounting

National University of Bangladesh // Dhaka // July 2019

- Continuing education in Accounting
- Complete BBA 2nd Semester out of 4 semester in 2019

CERTIFICATIONS

- Certified Junior Accounting Clerk, Ayesha Ismaeil Technical Services - 2021-2022

FOOTBALL

I play football because **it is fun, challenging and exciting**. Most of pepole love being part of a team. Football teaches cooperation and team work, helps develop positive social skills and teaches respect for others. It helps build self-confidence, a positive self-image and self-worth.

LANGUAGES

English



Hindi



Arabic

