

CURRICULUM VITTA



MUHAMMED RAMEES.M

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Abu Dhabi UAE

PERSONAL ADDRESS

MOOTHEDATH (H)
KANAYAM(PO)
VADANAMKURUSSI
PALAKKAD
KERALA
PIN: 679121

PERSONAL

Birthday : 15th MAY 1996
Father's Name : SALAM
Marital Status : Single
Nationality : INDIAN
Languages : MALAYALAM,
ENGLISH
HINDI
Passport Number : T3122456
Date of Expiry : 30/01/2029
Visa Type : Visiting Visa

SOFTWARE

- ✓ TALLY ERP.9
- ✓ SAP-R1 & R3
- ✓ QUICK BOOK
- ✓ PEACH TREE
- ✓ MS WORD
- ✓ MS EXCEL
- ✓ POWERPIONT

OBJECTIVE

Seeking a position for utilize my skills and abilities in computerized industries that offer professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment

EXPERIENCE

A Dynamic professional 4 Years' experience in maintaining accounting and taxation

- **2 Years worked at CA Naseef and Associates Perinthalmanna from 10-01-2018 to 31-01-2020**
- **2 Years worked at SURYA BOTTLES Pattambi from 05-02-2020 to 05-01-2022**
 - ❖ ACCOUNTS RECONCILIATION
 - ❖ INTERNAL AUDITING
 - ❖ VOUCHING
 - ❖ ADVANCED BOOK KEEPING
 - ❖ BANK RECONCILIATION
 - ❖ PREPRATION OF FINAL ACCOUNT
 - ❖ GST FILING
 - ❖ Handling Cash
 - ❖ Preparation of quarterly Report and Handling Bank Accounts
 - ❖ Preparation of Books of Accounts of the clients up to Finalization
 - ❖ Preparation of Receipt Vouchers, Payments Vouchers and Journal Vouchers etc.
 - ❖ Calculation and recording of depreciation.
 - ❖ Making Quotations, Purchases, Invoices, Delivery Notes, Warehouse Delivery Notes Etc.
 - ❖ Visiting customers to collect the payments.
 - ❖ Recording all the business transactions in terms of purchases and sales, cash receipts and payments, payroll, and other accounting entries

SKILLS

- ✓ COMMUNICATION
- ✓ CREATIVITY
- ✓ TEAMWORK
- ✓ ORGANIZATION
- ✓ LEADERSHIP

EDUCATION

B.com Finance

CALICUT UNIVERSITY
GUIDANCE ARTS & SCIENCE
COLLAGE PATTAMBI
2014 - 2017

DIPLOMA IN I P A

INSTITUTE OF
PROFESSIONAL
ACCOUNTANTS 2017

COMMERCE

GOVERNMENT OF KERELA
GOVT HIGHER
SECONDERY SCHOOL
SHORNOOR
2012 - 2014

S S L C

GOVERNMENT OF KERELA
2010 - 2011

KEY SKILLS AND COMPETENCIES

- Expert user of Microsoft Office, programming and animation software.
 - Excellent interpersonal, communication and organizational skills.
 - Commercially minded and ambitious.
 - Able to manage time well and prioritize accounts where necessary.
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