

RAMEES ILLIYAS



Contact

@ rameesin786@gmail.com

☎ 0551920152

📍 Dubai

in Ramees Illiyas

f Ramees Illiyas

Personal Details

Date of Birth : 18/05/1993

Birth

Marital Status : Single

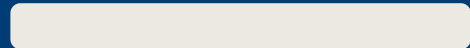
Status

Nationality : Indian

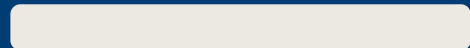
Driving License : Having UAE Driving License Manual (Issue 22nd February 2022 - Expire 22nd February 2024)

Skills

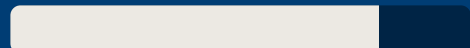
ORACLE NETSUITE 100%



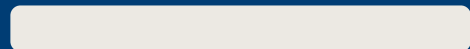
TALLY. ERP9 100%



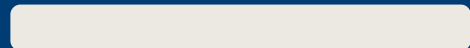
SAP (Systems Applications Products in Data Processing) 80%



Microsoft Office Word & Excel 100%



DCFM (Diploma in Computerized Financial Management) 100%



OBJECTIVE

To secure a position where my qualities of a fast learner and the ability to take on new challenges can be used and where by hard work, dedication and the ability to acquire new skills will advantage any company I work for.

EXPERIENCE

I GENERAL TRADING LLC Dubai

Accountant

2 years 6 months UAE Experience

OCT

2019 -

Present

RESPONSIBILITY

- * Working Oracle software
- * Reconcile Accounts Payable and Receivable
- * Managing Balance sheet and profit&loss statements
- * Managing day to day transactions
- * Managing payrolls
- * Petty cash
- * Posting of Journal Entries
- * Stock Inventory
- * Managing online Orders
- * Preparing LPO to Supplier
- * Invoice
- * UAE VAT Filing
- * Preparing daily Sales Report & Collection Report
- * Checking Daily Collection with Invoice
- * Follow up Bill to Bill customers payment
- * Follow up Credit customers payment
- * Preparation of monthly closing report & Schedules
- * Administrative support to director
- * Problem solving related to administration

India Cements Limited

Accountant cum Administration

2 years Indian Experience

Feb 2017

- April

2019

* Tally ERP. 9

* Manage 7 Warehouse

* Stock Inventory

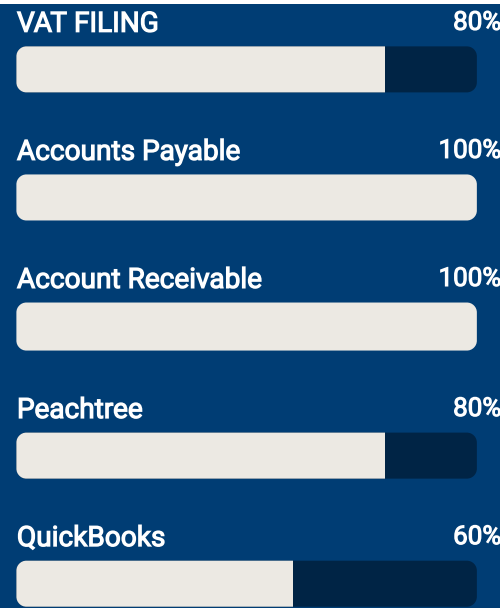
* Invoice clearance

* Accounts Payable & Receivable

* Managing Drivers & Staffs

* To check the hygiene of store

* Customers care



- Languages**
- English
- Malayalam
- Tamil
- Hindi
- Interests**
- Browsing for Current Topics and Events.
- Listening Music
- Watching Sports

EDUCATION		
Indra Ghandhi Open University		2019
M.com		
University of Kerala		2015
B. Com (Bachelor of Commerce)		
Board of Vocational Higher Secondary, Kerala		2012
PLUS TWO		
Board of Public Examination, Kerala		2010
SSLC		

- STRENGTHS**
- Hard working, punctual, sincere and an excenllent team leader
- Comprehensive Problem Solving Abilities.
- Ability to deal with People Diplomatically
- Willingness to Learn
- Willing to take responsibilities
- Optimistic

DECLARATION

I hereby certify that the information given in this resume is correct to best of my knowledge and belief