

RAMSHAD NM

ACCOUNTS & FINANCE PROFESSIONAL. 2 YEARS OF EXP.



Skill Highlights

- Tally ERP
- Peachtree
- Excel
- Accounting
- Taxation (VAT & GST)
- M.S Office Tools
- Invoice Processing

Experience

1. Accountant

Experience : December 2019 to January 2021

At **KAIRALI INTERLOCKS, Kerala, INDIA**

Key Responsibilities Handled

- Day to day Journal entry, Invoicing, Petty cash control and Prepares Asset, Liability and Capital account entries by Compiling and analyzing account information.
- Maintaining cash transactions with customers in a systematic manner.
- Bank Reconcliation & Related party Ledger Reconciliation.
- Recording of Receipts, payments , Expenses and Journal Vouchers.
- Month end and Year end accounts closing and preparing report for the future forecasting.

Education & Training

Bachelor Degree in Business Management from Mangalore University, Mangalore, Karnataka

Higher Secondary in Science from Kerala State Board, India

SSLC from Kerala State Education Board Kerala, Kerala, India

Short term Courses

- Diploma in Professional Accounting
- Certification on TallyPRO

Declaration

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

Contact

Phone :

+971 569683557

Email :

ramshadnm332@gmail.com

Passport Details:

Passport No : S 7891825

Issue Date : 06-12-2018

Expiry Date : 05-12-2028

Visa Status

Visit Visa

Languages

English

Malayalam

Hindi

Tamil

Arabic (Read & Write)

Personal Details

Father's Name : Hameed

Date of Birth : 24-09-1994

Gender : Male

Marital Status : Single

Nationality : Indian

Your Sincerely
RAMSHAD NM