



RUNAIZ M

ACCOUNTS & FINANCE

Accurate and immensely motivated finance graduate and a result-oriented accounting professional with broad knowledge of management and accounting. Now seeking a responsible position in a reputed company that offers genuine room for progression and where I can make a significant contribution.

CAREER SUMMARY

Sunlight Boards Pvt. Ltd

ACCOUNTS ASSISTANT

October 2020 to November 2021

- Maintenance of books of accounts
- Handling of accounts receivables and payables.
- Preparing Statement of Duties & Taxes and GST Tax Invoices.
- Maintain accurate and effective system of data entry.
- Reconciliation of bank accounts.
- Preparing GST Tax Invoice, Debit notes and Credit notes,
- Receive, respond and deal to relevant queries and requirements within minimal time frame.
- Designing and Branding of products for clients.

MS Ply & Boards

ACCOUNTANT

August 2019 to September 2020

- Finance Execution (RTGS, Cheque deposits, Banking)
- Reconciliation of bank statements.
- Preparing GST Tax invoice and tax statements.
- Assisting in GST and annual returns filing.
- Branding, advertising through social Medias and authenticating social accounts.
- Carrying out Accounts payable & Accounts Receivables.
- Communicating with clients regarding statement of accounts.

EDUCATIONAL QUALIFICATION

MASTER OF COMMERCE – PURSUING

Indira Gandhi National Open University | 2019-Present.

CERTIFIED MANAGEMENT ACCOUNTANT, CMA (USA) – PURSUING

Institute of Management Accountants (IMA) | 2018-Present.

BACHELOR OF COMMERCE (FINANCE) – GRADUATED

Morazha Co-operative Arts & Science College, Kannur University | 2015 - 2018

HIGHER SECONDARY EDUCATION

Sreepuram English Medium High School & Junior College, Kannur | 2013 - 2015

CERTIFICATION & ACHIEVEMENTS

- Achieved IMA Data Analytics & Visualization Fundamentals Professional Certificate.
- Achieved IMA Strategy and Competitive Analysis Learning Series.
- Practical Accounting with GST, Tally ERP9, E-Filing of Statutory Returns.
- Branding, Logo Designing on Plywood for Sunlight Boards Pvt. Ltd.
- Marketed & Introduced face mask and other medical products named Kopper in Kerala.
- Digitalization and Social Media Marketing/Advertising Project of MS Ply & Boards there by increasing sales through digital platforms.

DECLARATION

I hereby declare that all the above mention details are true and best of my knowledge and Belief.

RUNAIZ M.



Career Portfolio

CONTACT

✉ runaizmuhammed@gmail.com

☎ +971 505272376

📅 26/02/1997

📍 Dubai, UAE

🚩 Indian

👤 Single

Passport Details:

Passport No. : P9887508

Passport Expiry: 11/06/2027

Visa Status: Visit Visa

Expires on 8th March 2022

LANGUAGES

English

Hindi

Arabic

Malayalam

COMPUTER SKILLS

MS Excel

MS Office

Outlook

Tally ERP

Quick Books

Adobe Photoshop

EXPERTISE

- Financial Analysis.
- Basic Audit procedures.
- Accounts Payables.
- Accounts Receivables.
- Project Management & Supervising.
- Designing & Editing.
- GST & VAT Billing & Invoicing.
- VAT Experience.

KEY SKILLS

- Sincere & Hardworking.
- Quick Learner.
- Decision Making.
- Time Management.
- Ability to work under pressure & Multi-tasking.

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