



MUHAMMED RAMEES

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NATIONALITY: INDIAN

VISA STATUS: VISIT VISA

VISA EXPIRY: 20/01/2022

DATE OF BIRTH: 21/04/1996

PASSPORT NO: R6163183

SKILLS

- Accounting
- Time Management
- Accuracy
- Scheduling and Monitoring
- Deadline Oriented
- Data Analysis
- Data Entry
- Team Work
- Clerical Knowledge
- Initiative

LANGUAGES

- Malayalam (Native)
- English
- Hindi
- Arabic
- Telugu

REFERENCE

Jijeesh KT
Assistant Manager Finance & Accounts

+919846539060

CAREER OBJECTIVE

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

ACADEMIC QUALIFICATION

HSE (Govt. of Kerala Board of HSE)

SSLC (General Education Department Kerala)

BACHELOR IN COMMERCE (B.COM) UNIVERSITY OF CALICUT

- Financial Accounting
- Income Tax
- Cost Accounting

TECHNICAL QUALIFICATION

- MICROSOFT EXCEL
- MICROSOFT DYNAMICS AX2012
- MICROSOFT DYNAMICS 365
- CLEAR TAX GST COMPANION
- TALLY
- MICROSOFT WORD

WORK EXPERIENCE

Accountant Malabar Gold Pvt Ltd (Jul 2018 – sep 2021)

Malabar Gold & Diamonds is the flagship company of Malabar Group. It was established in 1993 in Kozhikode, Kerala. Today, it has a strong retail network of over 250 outlets spread across 10 countries, 10 wholesale units in addition to offices, design centers and factories spread across India, Middle East & Far East. The company currently ranks among the BIG 5 jewellery retailers globally. Malabar Gold & Diamonds is also vertically integrated comprising of bullion desk, design centers, manufacturing, distribution, retail and after sale services.

Achievements/Tasks

- Checking of Payments and Receipts, Purchase Orders, Job Orders, Journals, Ledger Accounts.
- Review Suppliers Invoice, General Ledger Coding Of Expenses And Verify Supplier Payment With Supporting Invoice.
- Prepare The General Ledger Reconciliation And Follow Up.
- Prepare Bank Reconciliation Statement And Review General Ledger At Month End And Analyze Expenses And Major Variations From The Budget.
- Manage All Aspects Of A/R and A/P.
- Handle All Payroll Information And Prepare For WPS.
- Assist In Completing End Of Year Accounting Activities.
- Handling For Vendors To Resolve Problems And Expedite Payment.
- Handling For Bank Related Activities.
- Prepare monthly MIS report