



RUNAIZ M

ACCOUNTS & FINANCE

I am a hardworking, committed Commerce Graduate with 2+ years of experience, looking for a long-term opportunity with a growing company within the business community. I wish to utilize my education, professional experience and management skills in a way that would be advantage to both my employer and myself.

CAREER SUMMARY

SUNLIGHT BOARDS PVT. LTD

ACCOUNTS ASSISTANT

October 2020 to November 2021

Sunlight Boards PVT. LTD. is an unlisted private company located in Kannur, India, incorporated on 6th December 1989. The company is designed for manufacturing of plywood and other wood products by importing raw materials and distributes finished products all over the Country.

- Maintenance of books of accounts.
- Handling of Accounts Receivables, Payables & Petty Cash.
- Preparing Statement of Duties & Taxes and GST Tax Invoices.
- Maintain accurate and effective system of data entry.
- Reconciliation of bank accounts & Banking Functions.
- Preparing GST Tax Invoice, Debit notes and Credit notes,
- Preparing statements daily & assisting in Monthly & Annual returns.
- Designing and Branding of products for clients.

MS PLY & BOARDS

ACCOUNTANT

August 2019 to September 2020

MS Ply & Boards is a trading and warehousing Company, located in Kannur, Kerala. This company is active in sales and distribution of Plywood, Door, Face Veneers and other wood products across India.

- Finance Execution (RTGS, NEFT, PDC, Petty Cash, Banking)
- Reconciliation of bank statements.
- Preparing GST Tax invoice and tax statements.
- Assisting in GST monthly & 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

PRIMARY & SECONDARY EDUCATION

Sreepuram English Medium High School & Junior College, ICSE Board | 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.

CONTACT

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26/02/1997

Dubai, UAE

Indian

Single

Passport Details:

Passport No. : P9887508

Passport Expiry: 11/06/2027

Visa Status: Visit Visa

Expires on 15th March 2022

LANGUAGES

English

Hindi

Arabic

Malayalam

COMPUTER SKILLS

MS Excel & Google Sheets

MS Office

MS Outlook

Tally ERP

Quick Books

Adobe Photoshop

EXPERTISE

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

KEY SKILLS

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

