



# AHAMMED RANEEZ

| Mobile: **+971 505845369** | Email: [ahammedraneez07@gmail.com](mailto:ahammedraneez07@gmail.com) |  
Visa Status: Visit visa

## SUMMARY

Accountant assistant with 4 years of experience is seeking to obtain and secure a position which allows to utilize my skills, knowledge and abilities, which include but are not limited to: generating reports, computer skills, entering and retrieving data, managing, communication skills and customer services. I want to build a good professional career. Like to work under pressure.

## EXPERIENCE

### ASSISTANT ACCOUNTANT (4YEARS)

**EMIRATES HOSPITAL DUBAI (1 YEAR)**

**KIMS MEDICAL CENTRE DUBAI (6 MONTHS)**

**RAMCO CEMENTS PRIVATE LTD. KERALA, INDIA (2 year)**

#### Nature of Duties:

- Support the preparation of local and company management reporting to a high-level standard, including P&L, Balance sheet, cash flow and working capital.
- Performed all duties as assigned by supervisor.
- Assisting in the preparation of management reports.
- Proficient in using computers and other office equipment.
- Preparation of Payment Vouchers, Receipt Vouchers and Journal Vouchers.
- Providing support to the accountants in the group, financial analysts, other with in the corporate areas.
- Ability to assertive to follow up on issues and responsible for adhering to deadlines.
- Working alongside AP, AR and cashier to assist with the processing of invoice, payments and receipts.
- Maintenance of Petty Cash Fund.
- Performing the full cycle of A/P, cash posting and expense report processing, daily cash deposits for the bank
- Maintained friendly and professional customer interaction.
- Support group finance manager in group financial task.
- Checking and reconciling the statement ledger to prepare the cheques for supplier credit.
- Reconciling the balance sheet accounts and preparing analysis to support account balance.

## ACADEMIC QUALIFICATIONS

### MASTER OF COMMERCE

**MADURAI KAMARAJ UNIVERSITY, TAMILNADU, INDIA**

### BACHELOR OF COMMERCE

**UNIVERSITY OF CALICUT, KERALA, INDIA**

## PROFESSIONAL SKILLS

Good interpersonal and communication skills

Ability to work independently and as part of a team.

Good customer service skills and the ability to communicate as well at the level.

Good knowledge of excel and micro soft systems.

Goal -oriented and self-sufficient.

Excellent time management skills

Positive and hard work mind

Like to work under pressure.

Well knowledge of Tally and E-mail management systems.

## LANGUAGES KNOWN

English - Excellent  
Hindi - Excellent  
Malayalam - Excellent  
Tamil - Excellent

## PASSPORT DETAILS

Passport No : M1570298  
Place of Issue :  
Malappuram  
Date of Issue : 26-08-2014  
Date of Expiry : 25-08-2024

### **PERSONAL DETAILS**

Date of Birth : 07-09-  
1992  
Marital Status: Married  
Nationality : INDIAN  
Address :  
Nalamkandathil House,  
Iringavoor Post,  
Malappuram, Kerala,  
INDIA-676 103.

### **COMPUTER SKILLS**

#### **PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING**

**TALLY, PEACHTREE, MICROSOFT EXCEL**

#### **MICROSOFT OFFICE**

**MS WORD MS EXCEL MS POWERPOINT**

#### **EMAIL MANAGEMENT AND INTERNET APPLICATION**

### **DECLARATION**

I hereby declare that all the statements given above are true to my knowledge.

**AHAMMED RANEEZ**