



AHAMMED RANEEZ

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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