**Ramees**

Ramees.372647@2freemail.com

**OBJECTIVES: Interested in obtaining a position in the field of Accounting/Finance that would enhance my knowledge and skills and where there would be opportunities for long term growth and where I can be a potential contributor to a company’s success.**

**PERSONAL STRENGTH**

* Is a versatile self-starter.
* Setting up clear goals and objectives.
* Problem solving and analytical skills.
* Effective Leadership qualities.
* Sound oral and written communication skills.
* Stress management / counseling skills.
* Highly motivated to work in a team.
* Ability to maintain good networks internally and externally.

**EDUCATION**

* **MBA-FINANCE & INTERNATIONAL BUSINESS**

University - Cardiff Metropolitan University London

Institute - Westminster International College Malaysia

Location - Malaysia

Year - 2017

* **B.COM-COMPUTER APPLICATION**

University - Calicut University

Institute - MHES College of Arts & Science

Location - Kerala, India

Year - 2016

* **PLUS-TWO-COMMERCE**

Board - Board of Higher Secondary Education, Kerala

Institute - KMHSS

Location - Kerala, India

Year - 2014

* **SSLC - 10TH**

Board - Board of Secondary Education, Kerala

Institute - MES Public School

Location - Kerala, India

Year - 2012

**WORK EXPERIENCE**

**ACCOUNTANT -** (Part Time)PAPPARICH MALAYSIA

PERIOD - 2016 - 2017

Job Description:

* Posts customer payments by recording cash and checks transactions
* Protects organization's value by keeping information confidential
* Prepare & submit weekly collection report
* Maintain accounts receivable customer files and records
* Process and reconcile payments and expenditures
* Correspond to Vendor and answer inquiries
* Bank Reconciliation
* Prepares vouchers & checks for payments.
* Maintain Petty Cash

**TECHNICAL SKILLS**

* Microsoft Office
* Tally-Accounting Software
* Adobe Photoshop
* Type writing

**LANGUAGES KNOWN**

* English, Malayalam, Arabic, Hindi & Tamil

**PERSONAL DATA**

* Date of Birth - 08-April-1995
* Nationality - Indian
* Religion - Islam
* Gender - Male
* Status - Single
* Visa Status - RP, Residency Visa
* Place of Birth - Kerala

I declare that all information given in this resume is to the best of my knowledge and belief, true and correct.