**RAMEES**

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Nationality : Indian

Visa Status : Visit Visa

Driving License: UAE,Qatar & Indian

Proven Finance professional with over 8 years of experience, currently working towards obtaining CMA designation. Strong understanding of all aspects of accounting and financial management. Seeking to continue my professionalism, where my dedication, expertise and talent will definitely bring the organisation a sharper edge within the industry. Aspire for a challenging position to contribute to the company’s growth, in turn ensuring personal growth.

**Synopsis**

* Astute and versatile Finance professional offering 8+ years of experience in UAE, Qatar and India.
* Extended expertise in complete accounting including preparing, examining and analysing accounting records, financial statements and other financial reports and further completing the same.

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| 2018 | Pursuing Certified Management Accountant (CMA) | Dubai, UAE |
| 2016 | Master of Business Administration - International Business | Bharathiar University, India |
| 2011 | B Com (Honours) | Calicut University, India |
| 2010 | Diploma in Computerised financial Management | IAAM, India |
|  | On-job Trainings - Tally software |  |

* Skilled in managing AP/AR, preparing financial statements and reports, budgets, cash flows, forecasts, MIS, P & L account, Balance Sheet and monthly closing of all ledgers.
* Ability to analyse financial information and conduct market research to implement new plans and strategies to achieve company’s targets.
* Highly articulate, demonstrating excellent relationship building, communication, analytical and interpersonal skills across all levels including management, employees and external agencies.
* Well Versed in Tally, MS Office Suite, Internet and E-mail applications.

**Academic Credentials**

**Core Strengths**

* Administration &Payroll.
* Cash Flow Management.
* Financial Planning.
* MS Excel - Vlookups and Pivot tables
* SAP- FICO
* MIS & Financial Reporting.
* Bank Reconciliation & Accounts  
  Finalisation
* AR / AP & GL

**Employment Chronicle**

**Global Link PRO Services and Business Consultancy**

**Dubai, UAE**

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| **CAREER PATH** | **DURATION** |
| **Senior Accountant** | 2018 March - Currently Working |

* Verified, allocated, posted and reconciled **accounts** **payable** and **receivable**
* Analysed financial information and summarised financial status
* Reviewed and recommended modifications to accounting systems and procedures
* Managed accounting assistants and **bookkeepers**
* Participated in **financial standards setting** and in forecast process
* Provided input into department’s goal setting process
* Prepared **financial statements** and produced **budget** according to schedule
* Assisted with **tax audits, VAT, tax returns** and related **GL reconciliations**
* Directed **internal and external audits** to ensure compliance
* Supported month-end and year-end close process

**Shuraa Management Consultancy L.L.C (Shuraa Group)**

**Dubai, UAE**

* Received and processed all invoices
* **Account Receivables**, wrote **bills** and reported the same.
* Handled & wrote cheques
* Salary & Allowance settlement of employees
* Verified calculations in the account system

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| **CAREER PATH** | **DURATION** |
| **Accountant / MIS Analyst** | 2014 October- 2018 February |

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| **CAREER PATH** | **DURATION** |
| **Accountant / MIS Analyst** | Dec’12 – Sep’14 |

* Provided support and maintenance to existing **management information systems (MIS)**.
* Generated and distributed **management reports** in accurate and timely manner
* Developed **MIS documentation** to allow for smooth operations and easy system maintenance.
* Provided recommendations to update current MIS to improve reporting efficiency and consistency.
* Performed data analysis for generating reports on periodic basis
* Developed **MIS system** for customer management and internal communication
* Provided strong reporting and analytical information support to management team.

**British Education Centre**   
**Doha, Qatar**

* Finalised **accounts**.
* Prepared **Journal Vouchers**.
* Maintained daily purchase reports.
* Receipt vouching, expense analysing & verification of petty cash claims.
* Maintenance & reporting of daily collections & bank positions to chief accountants.
* Settlement of **salary & allowances** for human resources.
* Preparation of monthly **bank reconciliation statement**.

**Dolphin Woods Manufacturing**

**Thrissur, Kerala, India**

* **Book keeping** and journalising
* Maintained **spreadsheets**
* Credit control
* Handled and wrote cheques
* Receiving and processing all invoices, expense forms and requests for payment
* Verifying calculations working with the Accounts system
* Managing petty **cash transactions**

**PK JAYAN&C0**

**Chartered Accountants**

**Thrissur, Kerala, India**

* Gained good knowledge in handling all accounts independently for diverse sectors like Manufacturing, Trading, Non-trading, Contracting, Hotel, Schools, Financial Institutions and Service
* Involved in **AR & AP** activities, **writing bills & invoices** and reporting the same
* Handled books of accounts, ledger posting, bank reconciliation and prepared financial statements, Trial Balance / Trading, P & L accounts and Fixed Assets register.

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| **CAREER PATH** | **DURATION** |
| **Assistant Accountant** | Apr’11 – Aug’11 |

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| **CAREER PATH** | **DURATION** |
| **Accounts Receivable** | Sep’11 – Nov’12 |

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| **CAREER PATH** | **DURATION** |
| **Sales Executive** | Mar’09 – Aug’10 |

**Vodafone Care**

**Malappuram, Kerala, India**

* Selling post-paid Vodafone connections.
* Maximising customer satisfaction level by on time delivery and providing efficient sales services.
* Monitoring customer complaints, handling customer grievances and resolving issues.
* Coordinate with sales team.
* Entering customers’ bills and making the reports.

**Other information**

**Hobbies:** Travelling, Long drives, Singing, Modelling, Acting, Off-Roading and Swimming

**IT Skills:** SAP-FICO (working knowledge), Quick books, Tally ERP-9