






# MUHAMMED RAMEES


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Visit Visa Validity : 24-03-2023



## PROFILE

I am a self-motivated individual seeking to build a career that gives scope and utilizes creativity, knowledge, and skill towards the growth of the organization, and I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities and the satisfaction thereof.

## PROFESSIONAL EXPERIENCE

**Accountant Cum Audit Assistant, TEAM AE LLP**

I was worked in the Accounts and Audit Department as a GST and Audit Consultant from July 2019 to January 2023. During my employment tenure, my major responsibilities was Preparation of documentation and carrying out Filing of GST, Accounts maintenance, Bookkeeping and Audits.

07/2019 – 01/2023  
Kerala, India

**Accountant Cum Cashier, Amana Trading Company**

Recording day to day financial transaction, posting ledgers and finalizing profit and loss account and balance sheet account. Preparing monthly receipt and payment, payroll sheets for all employees, payment vouchers, advance etc. Closing day cash in and out flows and maintaining all related bank accounts.

07/2018 – 12/2018  
Kerala, India

## EDUCATION

**Master's Degree in Commerce, University of Calicut**

I am qualified to receive the Degree of Master of Commerce (M.Com) with Elective Financial Management I have been placed in B Grade with a Cumulative Grade Point Average (CGPA) of 2.69 at the Examination held in June 2018 (Register No. TGAQMCM011).

08/2016 – 06/2018  
Kerala, India

**Bachelor's Degree in Commerce, University of Calicut**

I am qualified to receive the Degree of Bachelor of Commerce (B.Com), I have completed the program in April 2016 with Register No. AJANBCM019 and I have been placed in overall Grade B with a core specialization in Computer Application.

08/2013 – 04/2016  
Kerala, India

**Diploma In Accounting, Muslim Educational Trust (DDU-GKY)**

I am completed 624 hours of training as per NCVT (Level 3) course curriculum in Accounting(BAN 101) from 31-12-2018 to 05-04-2019 with Muslim Educational Trust, Calicut under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).

12/2018 – 04/2019  
Kerala, India

## PROFESSIONAL SKILLS

MicroSoft Office	● ● ● ● ●	Tally ERP9	● ● ● ● ●
Risk and Compliance	● ● ● ● ●	Tax Compliance	● ● ● ● ●
Financial reporting	● ● ● ● ●	Accounts Payable/Recievable	● ● ● ● ●
Bookkeeping	● ● ● ● ●	Reconciliation	● ● ● ● ●

## PERSONAL SKILLS

Communication	● ● ● ● ●	Problem-Solving	● ● ● ● ●
Time Management	● ● ● ● ●	Customer Service	● ● ● ● ●
Team Work	● ● ● ● ●	Leadership	● ● ● ● ●

## LANGUAGES

English

Hindi

Arabic

Malayalam