



# MUHAMMED RAMEES

## My Contact

- ✉ [rameesomr1996@gmail.com](mailto:rameesomr1996@gmail.com)
- ☎ +91 8593906424
- 📍 Oduvil(H),Thootha,Perintalmanna,  
Malappuram, Kerala, India
- 🌐 [www.linkedin.com/in/muhammed-ramees-omr](http://www.linkedin.com/in/muhammed-ramees-omr)

## Hard Skill

- Financial modeling and reporting
- Risk and Compliance
- Financial Accounting
- Advanced MS Office
- Auditing
- Accounts Payable/Receivables
- Tax Compliance
- Tally Prime

## Soft Skill

- Team Work
- Decision making
- Communication
- Multi-tasking

## Education Background

### • University of Calicut (2016-2018)

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 Cumulative Grade Point Average (CGPA) 2.69 at the Examination held in June 2018 (Register No. TGAQMCM011).

### • University of Calicut (2013-2016)

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

### • DDU - GKY (2018-2019)

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).

## About Me

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

### ★ TEAM AE LLP | Accountant cum Audit Assistant

Malappuram, Kerala, India

July 2019 – January 2023

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.

### ★ SBI Life | Insurance Advisor (IA Code : SL1991450674)

Malappuram, Kerala, India

January 2022 – January 2023

- Meeting with clients.
- Offering specialized financial guidance and advice.
- Completing financial needs analyses.
- Creating and explaining customized plans.
- Utilizing knowledge of tax investment strategies.
- Assessing clients' financial portfolios.
- Analyzing clients' risk-Encouraging clients to invest in the future.

### ★ Amana Trading Company | Accountant cum Cashier

Palakkad, Kerala, India

July 2018 – December 2018

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.

## Languages



English



Hindi



Arabic



Malayalam