

RAMSHAD K.K

Jr. ACCOUNTANT

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industrial area 4 , sharjah United Arab Emirates



Career Objective

Seeking challenging roles to utilize my skills for organizational success, I'm drawn to stimulating environments with growth prospects. Driven by dedication and perseverance, I aim to excel in this field through hard work. Embracing challenges as stepping stones, I'm committed to continuous personal and professional development. Eager to contribute meaningfully to an organization's success, I seek a dynamic setting to leverage my skills, learn, and grow, propelling both the company and my career forward.

Work Experience

ACCOUNTANT CUM PURCHASE ASSISTANT

ANWAR FLOUR MILL LLC AL WAHDA - SHARJAH
2020 - 2023

- Assist in data entry, recording financial transactions, and maintaining accurate accounting records using accounting software or spreadsheets.
- Support the accounts payable and receivable processes by verifying, processing, and reconciling invoices and payments.
- Assist in preparing financial reports, including balance sheets, income statements, and cash flow statements under the supervision of senior accountants.
- Perform bank reconciliations, reconcile accounts, and resolve discrepancies promptly.
- Maintain proper documentation and filing systems for financial records and ensure adherence to record-keeping policies.
- Responsible for training the new joiners.

SALES EXECUTIVE

ANWAR FLOUR MILL LLC AL WAHDA - SHARJAH
2019 - 2020

- Work consistently towards achieving and surpassing sales quotas and targets set by the company.
- Build and maintain strong relationships with clients. This includes understanding their needs, addressing concerns, and ensuring satisfaction to foster long-term partnerships.
- Create and implement effective sales strategies to meet or exceed sales targets. This involves analyzing market trends, identifying new opportunities, and devising plans to capitalize on them.
- Keep detailed records of sales activities, customer interactions, and sales transactions. Analyze sales data to identify trends, opportunities, and potential areas for improvement.

Education

Bachelor of Business Administration

JAIPUR NATIONAL UNIVERSITY

2019-2022

Computer Hardware and Software

INFO TECH, Calicut

2017

Humanities

PUTHUR PALLIKAL HIGHER SECONDERY SCHOOL

2015-2017

Skill

- Tally ERP-9
 - MS Office (Excel, Word, Etc.)
 - Excellent Computer Knowledge
 - Management Skills
 - Digital Marketing
 - Critical Thinking
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Language

- English
 - Hindi
 - Arabic (basic)
 - Malayalam
 - Tamil
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Other Details

- Valid UAE Driving License
- Nationality: INDIAN
- Gender : Male
- Date Of Birth: 24/06/2000
- Visa Status: Visit Visa
- LinkedIn: <https://www.linkedin.com/in/ramshad-karuthedath-1a4538196>