

# 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 PALLIKKAL 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>