

CURRICULUM VITAE

MOHAMED RAMEEZ M H

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Place: Dubai, UAE.

Applied for: Any Suitable Position



OBJECTIVE

To achieve career growth by working with one of the leading companies and improve my Knowledge to serve the company better and grow with the growth of the company.

EDUCATIONAL QUALIFICATION

- **B. Com** (Bachelor of Commerce)
Bharathidasan University, Tamil Nadu, India. 2019-2022

COMPUTER SKILLS

- Tally
- MS Word & Excel

WORK EXPERIENCE

- Worked in SMART WINGS AIR TRAVELS, Tamil Nadu, India (Asst.Accountant)
Nov'2022 to Sep'2023
- Worked in RJ STORE & SHOPPING – Tamil Nadu, India (Cashier cum Store In charge)
Mar'2022 to Sep'2022

NATURE OF JOB

- Performing verification and reconciliation tasks for invoices/receipts/balances according to department checks and balances procedures.
- Maintaining accurate credit records and referring any problems to the finance manager.
- Following up on regular contact with clients.

JOB PROFESSIONAL BRIEF & JOB RESPONSIBILITIES

- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets.
- Managing receivables and maintained congenial relations with customers.
- Managing the outstanding sales balances falling due and contacting customers before the balances become overdue to confirm payments.
- Handling disputed accounts and negotiating payments
- Monitoring cash flow.

PERSONAL INFORMATION

Date of Birth	:	25 th June 2002
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Tamil & Malayalam
Visa Status	:	On Visit

DECLARATION

I hereby declare that the above mentioned statement is correct & true to the best my knowledge & belief.

MOHAMED RAMEEZ M H