



RAMSHAD EK

Accountant

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AI Karama, Dubai

COURSEWORK

Accounting Information Systems
Business Strategy
Corporate Reporting
Cost Accounting
Data Analysis
Economics and Management
Financial Analysis

SKILLS

SAP(FI. CO.)
TALLYPRIME
PEACHTREE
Sage 50
MS POWERPOINT
MS EXCEL
MS WORD
MS OFFICE

COMPETENCE

Analytical Ability
Time Management
Problem Solving Skills
Continual Learning
Critical Thinking

LANGUAGES

ENGLISH
MALAYALAM
HINDI
ARABIC
TAMIL

INTERESTS

Volunteer Work
Reading
Driving

PROFILE

To Serve in a challenging job in an organization with leading edge technologies, where I can utilize my knowledge and can have a continual advancement of skill. To pursue role of Accountant or any suitable job.

WORK EXPERIENCE

Accounts Assistant | Perfect Professional Accounting Solutions

01 2022 - 06 2022

Kallachi ,Kozhikode, Kerala, India

- Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

EDUCATION

Certified International Business Accountant | Perfect Institute Of Professional Accountant

07 2021 - 06 2022

Kozhikode, Kerala

Bachelor of Business Administration(BBA) |CMR University

07 2018 - 06 2021

Banglore , India

HIGHER SECONDARY EDUCATION - Commerce | JNM Higher Secondary School

06 2016 - 03 2018

Vadakara, Kerala

SSLC- 10th | Sree Narayana Higher Secondary School

06 2015 - 03 2016

Vadakara, Kerala

COURSES AND CERTIFICATIONS

POST GRADUATE DIPLOMA IN BUSINESS ACCOUNTING (PGDBA)

- Preparation and maintenance of various registers like purchase, Sales, Journal, Debit Note, Credit Note, Stock, Post Dated Cheque(PDC), Registers etc.
- Writing up of books and finalization of accounts of trading ,manufacturing, service and non-profit organizations.

MICROSOFT OFFICE SPECIALIST - OFFICE EXCEL AT 2016

- Create Cells and Ranges, Create Tables, Apply Formulas and Functions, Charts and Objects Creation and Management of Worksheets and workbooks are also done.