



# RAMSHAD EK

Accountant

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## 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

Bangalore , 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.