



# RAMSHID

GENERAL ACCOUNTANT

## PROFILE

Adaptable, open-minded, analytical accounting expert with over 5 years of experience eager to join a respectable, customer-focused financial institution as a public accountant. Certified Public Accountant with advanced knowledge of auditing, preparation of individual, corporate, and partnership tax returns, and the development of quarterly and year-end estimates. Detail-oriented with exceptional organization and communication skills with the drive to exceed expectations on every assignment

## PERSONAL DETAILS

### Birth date

23rd of December 1992

### Nationality

Indian

### Address


Deira ,Dubai - UAE

### Languages

English, Hindi, Farsi, Tamil, Malayalam

## CONTACT

 [ramshikakkad@gmail.com](mailto:ramshikakkad@gmail.com)

 +971 589349266

## PROFESSIONAL EXPERIENCE

### GENERAL ACCOUNTANT

MOHD.MALHOOZ ZAGROS GENERAL TRADING FZCO-DAZ

DEC 2014 - PRESENT

General Accountant at Mohd. Malhooz Zagros Responsible for: 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. Guides accounting clerical staff by coordinating activities and answering questions. Reconciles financial discrepancies by collecting and analyzing account information. Allocate and match receipts against invoices. Balanced cash fund daily. Cultivated repeat and referral business through excellent customer relations. Guided all day to day accounting functions, including all defined internal reporting, AR, AP, and general ledger. Liaise with the external auditors for completion of audit and served as a focal point for providing information as required.

### ACCOUNTING ASSISTANT

NEW ROCK STAR SPORTS GARMENTS & NUTRITION LLC DUBAI-UAE

FEB 2014 - NOV 2014

Worked as Accounts Assistant New Rock Star Sports Garments & Nutrition LLC Responsible for Employees Monthly Salary Preparing. Employees Personal File Maintaining. Payments & Receivables Follow through Leave Settlement Preparing. Final Settlement Preparing. Telephone & Electricity Bill Statement Preparing. Registering Purchase Invoices. Workers Time Sheet Checking and Posting for Voucher Preparing for Petty Cash Expense. Preparing Employees Terminal Benefits Purpose. for Audit Accounts Related Other Jobs.

## EDUCATION

### E-ACCOUNTANT / Diploma In Financial Accounting

SPECTRUM COMPUTERS , KANNUR

2013

### Microsoft Certificate Of Excellence

MICROSOFT ONLINE EXAMINATION

2013

### Bachelor Of Commerce - Cooperation

KANNUR UNIVERSITY, KERALA

2010-2013

### Higher Secondary

KERALA BOARD OF PUBLIC EXAMINATION

2008-2010

### Secondary School Leaving Certificate

KERALA BOARD OF PUBLIC EXAMINATION

2008

## INTERESTS

100% Accounts

100% Admin

100% Sales

100% Driving

## SOFTWARE

Accounting Software  
MS Excel  
MS Word  
Google App  
Paint

## STRENGTHS

✓ Sincere In Official Work  
✓ Leadership Quality  
✓ Communication Skill  
✓ Time Management  
✓ Active Team Member