

# MUHAMMAD

## RAMSHID K.M



### Contact

**Address:**

Dubai

**Phone:**

00971501553627

**Email:** [ramshik321@gmail.com](mailto:ramshik321@gmail.com)

### Personal Snippets

- Bate of Birth : 04/09/1997
- Nationality : Indian
- Marital Status : Single
- Passport No : R1940845
- Date Of Expiry : 25/102027

### License Details

- License No : 4213788
- Place of Issue : Dubai
- Issue Date : 25/12/2021
- Expiry Date : 25/12/2023

### Languages

- English
- Hindi
- Malayalam
- Tamil
- Arabic

### Area of Interest

- Driving
- General Business Knowledge
- Software Proficiency
- Data analysis
- Effective Communication
- Critical Thinking

### Summary

Utilize the opportunities available to secure a promising, successful and challenging career by working in a creative environment, where I can apply my knowledge to the best of my ability, thus contributing towards organizational goals, which will help me explore myself fully, realize my potential and to help in the progress of the company.

### Education & Credentials

- **B.Com Computer Application**  
University Of Calicut Kerala India – April 2019
- **Class 12<sup>th</sup>**  
Kerala Board of Higher Secondary Examination – March 2016

### Certifications

- **Diploma in Indian & Foreign Accounting (DIFA)**  
Institute Of Professional Accountants.Thrissur.

### Career Timeline

**Accountant** - 04/2020 to 05/2022

**Prime Tower Super Market, Shaikh Zayed Road, Dubai.**

- Maintain Books of Accounts.
- Preparation of Voucher & Pay-In-Slip(Money Receipt)
- Reconciliation of Imp rest Accounts
- Reconciliation receivables & payable accounts
- Vendor Bills checking and process for Cheque and NEFT
- Reconciliation of Branch Accounting.
- Maintain All Accounting voucher entry,
- Maintain day to day Accounts & reporting Corporate office on time to time,
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Generating the Report as required by corporate through Software
- **VAT** Submission.

### Skill Highlights

- Positive attitude
- Time management
- Strong decision maker
- Motivated
- Innovative
- Service-focused
- Complex problem solver
- Customer Orientation