

RESUME

RAMEEZ M



(6 Years of Experience including
4 years of experience in UAE)

Email: -

rameezhashim1@gmail.com

Mobile: +971545773219

Personal Data

Date of Birth: 10th January 1994

Sex : Male

Nationality : Indian

Marital Status : Single

Passport No. : N2757166

UAE Driving Lic: Available

Language Proficiency:

- ❖ English, Malayalam (able to read, write and speak)
- ❖ Hindi ,Arabic(Basic)

CAREER OBJECTIVE:

To be recognized as an efficient and competent individual having good interpersonal skills. Being a hard worker with a positive attitude, I aspire to prove my talent in fast moving world. My broad level future goal is to work as a team that dynamically works towards the growth of an organization.

WORK EXPERIENCE: 1

❖ **Position: Accountant**

Period: **May 2018 to January 2022**

Al Jurf Medical Center& Al Adil Pharmacy LLC, Ajman

UAEPH:-+97167499766

DUTIES & RESPONSIBILITIES:

- ❖ Finalization of Clinic and Pharmacy Accounts.
- ❖ Daily Transaction Entry.
- ❖ Payroll & Doctors Commission Preparation.
- ❖ Monthly report preparation and submission.
- ❖ Budgeting and Fund flow.
- ❖ Handle Cash and Bank transaction.
- ❖ Bank Reconciliation.
- ❖ Insurance Reconciliation.
- ❖ Manage Creditors and Debtors.
- ❖ VAT return and Refund Submission.
- ❖ Insurance claims checking and data correction.
- ❖ Knowledge in Dental Insurance Prior-authorization.
- ❖ Cheque Preparation.
- ❖ Clinic, Pharmacy & All Medical Staffs MOH renewal & Addition.
- ❖ Organizations and Staff's Document Controlling.
- ❖ Experience in Billing and Invoice generation.

WORK EXPERIENCE: 2

❖ **Position: Accountant**

Period: **November 2015 to January 2018**

Ta' Aleemul Islam Trust (Wadihuda Group of Institution) Kannur,

Kerala Ph:-[+91 497 287 0485](tel:+914972870485)

DUTIES & RESPONSIBILITIES:

- ❖ Finalization of Trust Account and Branch Accounts
- ❖ Daily Transaction Entry
- ❖ Payroll Preparation
- ❖ Budgeting and Fund flow
- ❖ Handle Cash and Bank transaction
- ❖ Bank Reconciliation
- ❖ Manage Creditors and Debtors
- ❖ Assistant Finance Controller
- ❖ VAT and GST Return Filing

ACADEMIC QUALIFICATION:

- ❖ M.Com -Master of Commerce, Annamalai University, Tamilnadu
- ❖ B.Com -Bachelor of Commerce, Kannur University, Kerala

COMPUTER KNOWLEDGE:

- ❖ MS Office
- ❖ Tally (ERP) Accounting Package.
- ❖ SAP (Finance)
- ❖ Type Writing – English(45 w.p.m)

SKILLS:

- ❖ Excellent multi-tasking skills;
- ❖ Self motivated and dynamic individual;
- ❖ Work under pressure and Flexible;
- ❖ Ability to deliver tasks assigned to me within a specified Period of time.
- ❖ Able to adapt to a changing environment.

DECLARATION:

I consider myself familiar with ACCOUNTING aspects. I am also confident of my ability to work in a team. I hereby declare that the information provided is true to the best of my knowledge.

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Place: Ajman
Date: January 2022

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