



RAMSIF.T.M.

EDUCATION

2012-2015 : BBA(79%)

Albedo School of Business Management, Ernakulam, Kerala

2010-2012 : Higher Secondary education

Board of Higher Secondary Examination, Kerala, India

2010: SSLC

Board of Secondary Education , Kerala , India

COMPUTER KNOWLEDGE

- Certified professional in Indian & Foreign Accounting (**CPIFA**) from IPA Kerala(2015)
- Specialized in **MS Office**- Microsoft Excel Global Certificate Holder (2015)
- Specialized in **Tally ERP 9.0, Peachtree** Accounting software.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux.

WORK EXPERIENCE

POSITION : Sales Executive (2018 - 2020)

COMPANY : Well n worth Properties, Thrissur

DUTIES

- Develop, establish and maintain good relationship with existing and potential customers and ensure timely collections of revenue
- Continuous sales support customer on enquiries and issues.
- Responsible for active and direct sales and marketing activities of company, locally and internationally .
- Report all relevant market information collected during your sales meetings concerning competition, projects and prices.

POSITION: Accountant (2016-2017)

COMPANY: Prominare Builders & Developers PVT Ltd, Thrissur

DUTIES

- Passing & posting of all Accounts Payable & Receivable entries
- Bank Reconciliation for Day-to-Day Bank Transactions
- Handling of bank receipts & Payments
- Preparing draft letters to bank for transfer of funds and other transactions

OBJECTIVE

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

CONTACT

MOBILE:

+971 582349510

DEIRA, DUBAI, UAE

EMAIL:

ramsiftm671@gmail.com

NATIONALITY: INDIAN

DATE OF BIRTH: 15/04/1995

PASSPORT NO.: L6075509

VISA STATUS : VISITING

MARITAL STATUS SINGLE

LANGUAGE

- English
- Hindi
- Malayalam

- Monthly preparation of MIS reports
- Payroll functions
- Finalization of accounts
- Creditors account reconciliation & issuing cheque
- Follow up with customers for prompt receipts and raising the invoices and bills
- Posting all Day-to-Day transactions of all vouchers and bills

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STRENGTHS AND PROFESSIONAL SUMMARY

- Good analytical and interpersonal skills.
- Good telephone manner.
- Honest, stable and reliable.
- Hardworking and capable of working well under pressure.
- Strong passion for customer service-always ready to go the “extra miles.”

Declaration

I hereby declare that above given particular are true and correct to the best of my knowledge and I assure of doing my best for the progress of your well esteemed company once selected.

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