

MUHAMMED RAMSHAS M M

Accounts Executive

☎ 9605820113
✉ ramshasramshu@gmail.com



Career Objective

To work for an organization on a win-win relationship where I can utilize my knowledge and skill to help achieve its business goals and to develop my professional capabilities

Additional Skills

- MS Office
- Tally ERP 9
- Internet Applications
- Hospital Information System – ERP suite
- Peachtree
- Quick Book

Work Experience

October 2016 – Present
IQRAA International Hospital,
Calicut, India

Accountant

- Assisting Finalization of books of accounts
- Bank reconciliation
- Process accounts payables
- Record and maintain accounts receivables
- Prepare timely and accurate financial reports
- Preparation of journal entries for end closing of GL accounts and projects
- Assisting internal audit process
- Verify vouchers to ensure correct posting of transactions
- Prepare and maintain accounting files and related documents in easily retrievable manner
- Issue cheques and maintain proper registers
- Dealing with internal and external stakeholders, suppliers, etc.
- Coordinate with various departments to verify accuracy of financial transactions
- Analyzing purchase invoices and posting to accounting software
- Branch Accounting

Education

2014 - 2016
Calicut University

Master of Commerce

2011 - 2014
Calicut University

Bachelor of Commerce

2011
Board of higher secondary
examination, Kerala, India

HSE- Senior Secondary Certification

2009
Government of Kerala, India

Secondary Certification

Language Known

- English (Speak, Read & write)
 - Hindi (Read & Write)
 - Arabic (Read & Write)
 - Malayalam (Speak, Read & Write)
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Personal Info

- Father's Name : Abdul Razack M M
 - Date of birth : February22, 1993
 - Nationality : Indian
 - Marital status: : Married
 - Permanent Address : Thanniparaparamba (House) Marikkunnu (P.O) Calict-673012
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Passport Details

- Passport number : M 2320938
- Issue date : September 23, 2014
- Expiry date : September 22, 2024
- Place of issue : Kozhikode, India