

Curriculum Vitae

Ramees Ahammed.KM

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Current Location: Dubai, UAE



CAREER OBJECTIVE

I am looking for an opportunity to implement, explore and excel abilities where my education strong aptitude and learning, presentation and Technical skill and Ability would be utilized and I shall have an opportunity to improve on it. Proficient in using various accounting software and possess good financial planning and problem-solving abilities.

Personality:

An extremely motivated individual with a natural ability to solve accounting and financial problems. An innovative thinker with impeccable attention to detail who is also a friendly and approachable individual.

- A team player with outstanding oral and written communicationskills.
- Creativity and imaginationpower.
- Excellent organizational skills with the capacity to deal with multiple tasks at the sametime.
- Computer proficiency in MS-Word, Excel, Account software's and Internet browsingcapabilities

PROFESSIONAL EXPERIENCE

➤ **ASSISTANT MANAGER and ACCOUNTANT,THAKKAARAM RESTAURANT,Kochi, Kerala(2021 to 2023 may)**

Job Role:

- Prepared financial statements, including balance sheets, income statements, and cash flow statements.
- Monitored expenses and revenue, identified areas for cost savings, and developed financial strategies to improve profitability.
- Coordinated with the restaurant manager and other staff to prepare and manage the budget.
- Conducted financial analysis and forecasting to support decision-making.
- Assisted the restaurant manager in overseeing the day-to-day operations of the restaurant.
- Coordinated with chefs, servers, and other staff to ensure high quality food and service.
- Adhered to all store policies and procedures, including security measures and cash handling guidelines.
- Provided excellent customer service and resolved any customer complaints or issues professionally and on time.

➤ **CASHIER MAKKAH FRUIT CENTER,Taliparamba,Kerala(2019-2021)**

- Processed sales transactions accurately and efficiently using a cash register or manual accounting system.
- Handled cash, credit, and debit card payments from customers and provided them with receipts.
- Counted and balanced the cash drawer at the beginning and end of each shift and reported any discrepancies.
- Maintained accurate records of all transactions, including refunds and exchanges.

- **ACCOUNTANT-THAKKKARAM,RESTAURANT,Kochi,Kerala(2017-2019)**
 - Managed customer relationships by providing exceptional customer service, answering inquiries, and addressing concerns.
 - Prepared financial reports and reconciled daily sales and cash receipts with the restaurant's accounting system .
 - Assisted in the preparation and processing of payroll and employee benefits.
 - Managed inventory levels and communicated with management about reordering needs.
- **ASSISTANT ACCOUNTANT CUM STORE KEEPER,METRO SHOES&BAG, Taliparamba, Kerala (2016- 2017)**
 - Maintained accurate records of all incoming and outgoing inventory.
 - Processed inventory orders and deliveries, ensuring timely and accurate stock replenishment.
 - Monitored and updated inventory levels using computerized inventory management systems.
 - Assisted in the preparation of financial reports, including balance sheets and income statements .
 - Managed accounts payable and accounts receivable, including invoicing, payment processing, and analyzing financial statements and prepare balance sheet.

COMPUTER SKILL

- Knowing Office Package: Tally ERP9, Peach Tree, Quick book MS-Word, Excel, MS Power, E-mailing, Windows operating systems and Internet browsing capabilities.
- Windows 98/2000/XP, Windows Vista, Windows7

EDUCATIONAL QUALIFICATION

- Bcom Kannur University, Kerala,India
- Higher Secondary Education Board of Kerala
- SSLC Board of Kerala
- Vibes Indian and Foreign Accounting

PERSONAL INFORMATION

Name	:	Ramees Ahammed KM
Nationality	:	Indian
DateofBirth	:	24-08-1993
Status	:	Married
VisaStatus	:	VisitVisa
Languages Known	:	English, Hindi and Malayalam

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge and belief

Yours truly,

Ramees Ahammed KM, UAE