



# **Resume**

## **Career Objectives**

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

I have vision and planned for a carrier in the said field since it is the subject of my professional study and inherent interest.

- Self grooming and advancement with the learning attitude.
- Proactive, motivated and goal-oriented.
- Dedication to the professional ethics and values.
- Quick to absorb and retain new information and procedures.
- Working as a part of team that is responsible for making sure that the flow of costs and revenues between the various projects, regions and people is accurately accounted for and managed.

Are the core strategic weapons and competitive edges that I am to adopt and inbuilt into myself for the as a professional.

## **Personal Details**

<b>Name:</b>	Rameeskhan Syed Mohamed
<b>Date of Birth:</b>	21-01.1989
<b>Marital Status</b>	Married
<b>Nationality</b>	Indian
<b>Permanent Address</b>	17/19, Sokkanathar Kovil Street. Kilakarai. Tamilnadu - India
<b>Telephone No.</b>	+974 66746825 (Qatar), +91 96 886588 60 (India)
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<b>Skype Id</b>	ramees.khan3
<b>Passport Details</b>	H4072059 Expiry 02/04/2019 Place of issue: Madurai

Language known	Reading	Writing	Speaking
English	Excellent	Excellent	Excellent
Tamil	Excellent	Excellent	Excellent
Hindi	--	--	Average
Malayalam	--	--	Average

## **Academic Qualifications:**

Degree Awarded	Institute	Year of Passing
M.B.A. Finance	National Institute Of Business Management	2017 – 2018
Bcom; With Computer Application	Syed Hamedha Arts & Science College	2006 - 2009
H.S.L.C	Khyrathul Jalaliah Hr Sec School. Kilakarai	2005 - 2006
S.S.L.C.	Islamia High School.Kilakarai	2004 - 2005

## **Computer Skill**

- ✓ Quick Book Pro 2016
- ✓ Quick Book ERP2010
- ✓ Tally ERP 9.0
- ✓ Window 2007
- ✓ Windows 2010
- ✓ MS Office
- ✓ Office Automation

## **Professional Experience:**

S.N.	Employer	Period	Position
1.	Trey Trading & Contracting Co – Qatar	February 2012 to Till Date	Chief Accountant
2.	GTC Coal Pvt Ltd – Chennai – India.	June 2011 to February 2012	Accountant Cum Admin Assistant
3.	Noor Metals Chennai – India	May 2009 to June 2011	Accountant Cum Sales Executive

In above mentioned positions following job has been carried out:

### **As a Chief Accountant : in Trey Trading & Contracting Co. Doha Qatar. (2012 – Present)**

It is one of the Trading and contracting business in Qatar it is group of co. They have own construction and Hospitality business also doing there so more than thousand + workers is working in Doha.

In Accounts – Account and Finance, related works. I am engaged in the financial affairs of a big Trading house with Responsible for developing weekly and monthly financial report showing analysis of the financial accounts. Identifying and recommending modifications to existing procedures for new systems to improve efficiency.

#### **Duties & responsibility:**

- General Ledger entry including account related transaction and prepayments.
- Maintain Daily petty cash and available cash balance reconciliation.
- Preparing Monthly Bank reconciliation
- Assisting internal/external auditors with queries.
- Chasing outstanding customer accounts.
- Making all the invoice and send to customer and invoice queries including credit and Debit note.
- Arranging the salary and final settlement and other Benefit of staff and workers, salaries through the Wages Production system. as per Labor Law, managed payroll function for 1000 + employees
- Answering queries from staff and workers regarding account related work like salary and other benefit.
- Staff and Workers Grievances regarding Salary and other benefits
- Daily cash and cheque handling including foreign payments.
- Responsible for day to day finance and accounts operations.
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/Tender, cost tracking, monitoring and controls.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow management and reporting to the management.

## **M/s,GTC Coal Pvt Ltd    Chennai – India    (2011 – 2012)**

### **Accountant Cum Admin Assistant**

GTC Coal (P) Ltd. is dealing with imported coal and processed coal. The coal is mainly imported from Indonesia, China and South Africa. The company is supplying coal to Steel Industries, Rolling mills, Sponge iron mills, Power plants, sugar Industries and Brick chambers etc..

### **Duties & responsibility:**

- Managed accounts payable, accounts receivable,
- Daily Truck Movement Tracking and Invoicing
- Preparing Agreement Seller to Buyer
- Monthly Sales tax Return
- Administered online banking functions.
- Managed payroll function for 25 employees.
- Monitored and recorded company expenses.
- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.

## **M/s, Noor Metals   - Chennai – India ( 2009 – 2011)**

### **Accountant cum Sales Executive**

Noor Metals is amongst the leading supplier, trader, wholesaler, retailer, dealer and distributor. of this highly commendable range of products.

### **Duties & responsibility:**

- Performed general office duties and administrative tasks.
- Monthly Sales tax Return
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.

I do hereby certify that the particulars furnished above me are true and correct to the best of my knowledge.

**RAMEESKHAN S**

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