

MUHAMMED RAMEES M

ACCOUNTANT

Al Ain, Abu Dhabi, UAE | +971 55 420 0644 | rameesm3140@gmail.com

PROFESSIONAL SUMMARY

Experienced and detail-oriented Accountant with 4+ years in financial accounting, VAT compliance (UAE), and account finalization. Skilled in Tally ERP.9, QuickBooks, and SAP, with a strong focus on accuracy, internal controls, and cash flow management. Adept at managing payables/receivables, reconciliations, and regulatory filings. Seeking to contribute financial expertise to a growth-driven organization.

WORK EXPERIENCE

ACCOUNTANT

M/S. AL WATAD ENG. FOR METAL WORKS EST. | AL AIN, UAE JUNE 2022 - PRESENT

- Prepare and analyze final accounts, ensuring compliance with financial regulations.
- Manage accounts payable/receivable; issue invoices, quotations, and delivery notes.
- Perform monthly bank reconciliations and monitor cash transactions.
- File VAT returns and support all tax compliance activities.
- Conduct internal audits, depreciation calculations, and maintain general ledger accuracy.
- Handle storekeeping, materials management, and petty cash operations.
- Coordinate with suppliers and customers regarding payments, deliveries, and collections.

ACCOUNTANT | CA NASEEF AND ASSOCIATES | KERALA, INDIA JANUARY 2018 - JANUARY 2020

- Managed client accounts, conducted bank reconciliations, and maintained accurate financial data.
- Assisted with GST filing and supported finalization of financial statements.
- Reviewed financial documents for accuracy and compliance with standards.

EDUCATION

BACHELOR OF COMMERCE (B.COM) IN CO-OPERATION | 2014 - 2017

Calicut University, Guidance Arts & Science College, Pattambi

DIPLOMA IN PROFESSIONAL ACCOUNTING (IPA) | 2017

Institute of Professional Accountants

HIGHER SECONDARY EDUCATION IN COMMERCE | 2012 - 2014

Government Higher Secondary School, Shornur

SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC) | 2010 - 2011

Government of Kerala

KEY SKILLS

- Bank & Ledger Reconciliation
- VAT Filing & Compliance (UAE)
- Accounts Payable & Receivable
- Final Accounts Preparation
- Strong Communication & Teamwork
- Budgeting & Forecasting
- Internal Auditing
- Petty Cash & Cash Flow Management
- Depreciation Calculation
- Financial Accounting & Reporting

TECHNICAL SKILLS

- Accounting Software: Tally ERP.9, SAP (R1 & R3), QuickBooks, Peachtree
- Office Tools: Microsoft Word, Excel

LANGUAGES

- English | Hindi | Malayalam

ADDITIONAL INFORMATION

- Date of Birth: 15th May 1996
- Marital Status: Married
- Nationality: Indian