



RESUME

Ramsin.C

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Gudaibiya, Bahrain



CAREER OBJECTIVE

For a challenging assignment that will foster my career advancement and long-term relationship in Aspiring to be a part of dynamic and fast growing organization with motivational working environment and looking an organization where my education, experience and talent could make significant contributions towards corporate objectives.

PERSONAL SKILL

An independent and self-motivated professional with excellent communication skills, able to grow positive relationship with clients and colleagues in any organizational levels.

WORK EXPERIENCE

1. Working As an **Accountant** at **Café Cantine W.L.L** (12 th Aug 2019 to Till Date)
2. Working as an **Accountant** at **Elevation Burger**(07 July 2017 to 10th July 2019)
3. Working as an **Accountant** at **Pasta Express**(28 September 2015 to 06 July 2017)
4. Working As an **Assistant Accountant** at **Intellex Info Tech** (15 January 2014 to 10 Aug 2015)
5. .Worked as an **Assistant Accountant** at **Fine Marketing** (Pvt) from 01 August 2012 to 31 December 2013).

Roles and Responsibilities



- Managed vendor accounts and generating weekly on demand cheques.
- Day book preparation and Inventory control.
- Purchase & sales entry.
- Trial Balance preparation.
- Created budgets and forecasts for the management group.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Profit & loss a/c & Balance sheet preparation.
- All kind of credit card payments cheque payments entry.
- All kind of expenses journal entry.
- To prepare & report pending jobs and outstanding payments to manager.
- Printing Invoices, Receipts and forwarding to the customer

Roles and Responsibilities

- Preparation of petty cash on daily basis
- Day book preparation.
- Inventory control.
- Purchase & sales entry.
- Trial Balance preparation.
- Created budgets and forecasts for the management group.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- All kind of expenses journal entry
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Profit & loss a/c & Balance sheet preparation.
- To attend the customer query and give quick response to their query.
- To maintain the attendance records.
- To obtain OT details from technicians and forwarding it to Accounts dept.
- To prepare & report pending jobs and outstanding payments to manager.
- Printing Invoices, Receipts and forwarding to the customer.

Academic Qualifications



Examination	Year	Marks	Board/ University
B.Com.	2012	60%	Kannur university
Senior Secondary (10+2)	2009	70%	State Board
SSLC (10 th)	2007	75%	State Board

IT Skills

- Working knowledge of Accounting Packages like Tally 7.2, Tally 9.0, Tally ERP9, Peachtree ,Quickbooks and Micro soft Dynamic.
- Working knowledge of different operating systems such as Ubuntu , Windows XP,Windows Vista, Windows 7– and utility software especially Word, Excel, Outlook and Power point presentation.

Personal Details

Name : Ramsin.C
Father's Name : Rafeek.K
Mother's Name : Ramlath.K
Date of Birth : 23/05/1992
Sex : Male
Marital Status : Single
Nationality : Indian
Address : Kanniyath House
P.o Mamba
Kannur,Kerala
India
Pin- 670611
Languages Known : English, Hindi & Malayalam
Visa status : work visa
Driving License Status: Valid Bahrain Light Driving License

Declaration



I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Bahrain
Date :

Ramsin.C
(signature)