**Riyas**

[**Riyas.149553@2freemail.com**](mailto:Riyas.149553@2freemail.com)

In quest of senior level career endeavors in Finance, Financial analyzing and Financial Planning Strategy with in a reputed and high velocity organization

**Professional Run-through**



* Professional with 17+ years of experience in finance including 8 **years** of UAE and the skills to drive business growth and manage all aspects of daily business operations.
* Fundamental accounting and auditing and cost accounting knowledge.

- *Handling Finance Operations*

*- Managing Fixed Asset & Manufacturing accounts*

*- Financial analyzing and Budgeting*

*- Handling Bank accounts & Intercompany accounts*

*- Reconciliation of Financial Statements*

* Experience in handling of Finance operations
* Experience in handling of Accounts Receivable Payables & Final Accounts

**Employment Highlights**

**May 2007 to Present – Accountant – Al Jabber**

**Responsibilities:**

* + Responsible for Accounts Receivable & Accounts Payable & General Ledger
  + Preparing External and Internal Invoices
  + Preparing monthly Ageing Report, Revenue Report, etc
  + Works with Letter of Credit entries(Booking, Amendments, and Payments)
  + Works with Bank Guarentee (Tracking the document)
  + Preparing Monthly Payroll
  + Preparing Monthly Financial Statements reconciliation reports
  + Credit management & effective collection of receivables by drafting of reminders & timely follow up with customers for payments
  + Monthly analysis of fixed assets and Posting of Depreciation entries
  + Reconciliation of Customer Statements and passing adjustment entries
  + Posting of Credit notes & Debit notes
  + Preparing Pettycash Reimbursement Statement, checking the vouchers
  + Handling cash receipt and cash book reconciliation daily.
  + Preparation and allocation of Receipts
  + Verification & processing of supplier invoices & dynamic for timely settlement of

Payments

* + Handling of Customer-Supplier Reconciliation
  + posting daily journal entries in the accounting software
  + Establish & maintain strong client relationships
  + Explain billing invoices and accounting policies to staff, vendors and clients
  + Handling large number of PDC Cheques
  + Preparation of Bank Reconciliation Statements
  + Maintenance & analysis of General Ledger Accounts
  + Laison with Internal and External Auditors
  + Participate in inventory audit, reconcile stock, and take appropriate action on discrepancies, if any.
  + Supporting the unit finance head in all account & reporting matters such as Generation of financials and cash flows, management and collection of receivables

**Jan 2005 to April 2007 – Accountant – Dar Al Shifa Hospital**

**Responsibilities:**

* + Responsible for Accounts Receivable & Accounts Payable & General Ledger
  + Preparing External and Internal Invoices
  + Preparing monthly Ageing Report, Revenue Report, etc
  + Works with Letter of Credit entries(Booking, Amendments, and Payments)
  + Preparing Monthly Payroll
  + Preparing Monthly Financial Statements reconciliation reports
  + Credit management & effective collection of receivables by drafting of reminders & timely follow up with customers for payments
  + Monthly analysis of fixed assets and Posting of Depreciation entries
  + Posting of Credit notes & Debit notes
  + Preparing Pettycash Reimbursement Statement, checking the vouchers
  + Preparation and allocation of Receipts
  + Verification & processing of supplier invoices & dynamic for timely settlement of

Payments

* + posting daily journal entries in the accounting software
  + Handling large number of PDC Cheques
  + Preparation of Bank Reconciliation Statements
  + Maintenance & analysis of General Ledger Accounts
  + Laison with Internal and External Auditors

**May 2004 to December 2004 – Accountant - Europcar**

Preparing Accounts payable, Accounts Receivable, General Journal, Maintaining Petty cash Register, Preparation of Final Accounts, Cash Flow Management, Bank reconciliation and supplier account reconciliation, ,Preparation of Financial reports, Preparing Monthly Payroll

**February 2001 to April 2004 – Accountant – Spectrum Computer Centre**

Preparation of Final Accounts, Ledger Accounts, Payroll Preparation,Various ancillary accounting works, Petty cash Reimbursement, Supervision and co ordination of the work

**May 1998 to January 2001 – Accountant – The New Store**

Preparing Accounts payables, Accounts Receivables, Journal Entries, Preparation of Final Accounts, Ledger Accounts, Payroll Preparation, Petty cash Reimbursement,

**COMPUTER PROFICIENCY**

**Diploma in Computer Applications**

(Ms-windows, Ms-Word, Ms-Excel, Ms-Powerpoint, & Ms-Access)

**Certificate Course in Computerised Accounting Systems**

(Tally 7.2 & 9.0, Peachtree, EX-Next Generation, Quickbooks & Daceasy-Sage )

**Oracle based Accounting Software**

JD-Edward (Accounts Payable, Accounts Receivable, General Journal and Fixed Asset Modules)

**MS Office Application:**

Ms Windows (Expert)

MS Excel – (Expert)

Functions(Financial, Logical, V-lookup),

Formatting (Table, Conditional, Date and time, Data Validation, Pivot Table, Goal Seak, Sorting, Consolidation, Group, Subtotal)

Ms Word – (Expert)

Ms Powepoint (Expert)

Ms Access (Database)

**Experienced Accounting Packages**

JD Edward, Tally, Peachtree, Quick Books, Dac Easy Sage & Ex - Next Generation

**Academic Credentials**

B. Com (Finance) – University of Kozhikkode, Kerala, India

**Key Deliverables**

* Accounting skills on any computer aided platforms
* Good business support and local experience
* Good at customer relations
* Self-responsibility, confidence and commitment

**Personal Details**

Nationality : Indian

Date of birth : 18th May 1973

Languages Known : English, Hindi, Malayalam, and Arabic

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledg**e**