# photo-Riaz

# Riyaz

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## **Professional Objective**

With an educational background and more than **17 Years**’ experience with most reputed contracting firms having ISO Certification and awarded the most valuable Dubai Quality Award Co.(**Al Naboodah**) in handling Accounting functions in different environments. Looking for a challenging and result oriented assignment where my experience, skills and ability to achieve the organizational goals and further interested in looking for a long-term career to benefit the company for successive results.

# Executive Profile

* High achiever with strong leadership abilities. Communicate positively with people at all levels of organization.
* Strategic thinker with ability to perceive future needs.
* Highly motivated, time and goal oriented with committed to provide quality services to the employer.

# Professional Experience

**U.A.E - 17 years of Experience in UAE**

Employer : **M/s. Al Naboodah Construction Group**

(Leading Construction Company in U.A.E)

Periods: 1998- 2010 (**12 Years**)

 Position: **Accountant/Senior Accountant**

Employer : **M/s. Najla Group of Companies**

 [Leading Textile Trader in Dubai

 2011 to 2014

Position: **Chief Accountant**

Employer : **M/s. Elegance Group of Companies**

 August 2014 to June 2017

 Position: **Chief Accountant**

**Duties & Responsibilities**

* Review and authorize daily cash flow movements.
* Ensure proper delivery with Supplier
* Prepare payments by verifying with Supplier’s Delivery Notes, and update of Vendor’s respective accounts.
* Coordination with Banks for fund transfer
* Determines if funds are available for expenditures or requisitions and posts to proper account; monitors fund/account balances and notifies appropriate personnel when limits are reached.
* Maintains special logs or records and balances and reconciles internal accounts
* Reviews computer reports to identify and trace sources of error; makes necessary corrections
* Solves problems and recommends changes in procedure in accordance with previous training or experience

**Duration** : **Oct 1998 to Aug 2012**

Jan 2008 – Aug 2012

**Division: National Plant & Equipment (A Division of Al Naboodah Group)**

Position: **Sr. Accountant**

Oct 2003 – Dec 2007

**Division: Al Naboodah (CED) Head Office Accounts Dept.**

Position: **Accountant**

Sep 2000 – Sep 2003

**Division: Fujairah Dam Project.**

Position: **Asst. Accountant**

Oct 1998 – Aug 2000

**Division: Al Naboodah Ready mix Concrete (Arcon)**

Position: **Administrator**

**Duties & Responsibilities**

* Receipt of all external hire invoices and capture details in Excel sheet.
* Check invoice against Time sheets, kronos, hire agreements & delivery notes.
* Clearing and batching the invoices, send weekly report to finance Manager.
* Generate all credit note requests, where applicable.
* Load all new external hire assets in JDE.
* Issuing cheques & reconciliation supplier statement.
* Making proof of payment and attach with invoice after payment for filing.
* Handling the supplier enquires.
* Reconciliation of Supplier’s Statements
* Processing of payroll transactions.
* Update payroll-standing data with authorized new engagements, terminations and resignations.
* Receives and process authorized leave applications, deductions and advances, reimbursements to employees, and other payroll transactional data
* Record keeping and safeguarding of transactional supporting vouchers and related correspondence with business units.
* Reconciliation of payroll accruals against payroll, HR and financial records.
* Preparation of the payment / settlement vouchers for related expenses
* Coordinate with HR the preparation of the calculation for the final settlements.
* Coordinate the approval of the final settlements
* Arrange for the payment of the final settlements
* Preparation of the banking instructions to pay monthly settlements
* Coordinate the approval and settlement of bank transfers
* Coordinate the collection and distribution of cash payouts.
* Coordinate the updating of the general ledger with payroll transactions
* Preparation of A to Z Account clearing & preparing final accounts for various commercial firms.
* Preparing estimates and quotations for customers.
* Follow-ups of inward cash flow.
* Preparation of balance sheet on weekly & monthly basis.

**Educational Qualification:**

B.Com from Calicut University (1993)

**Technical Qualifications**

Diploma in Financial Accounting Package (DacEasy) from Econ Computer Technology

Working knowledge of MS Office packages (Excel, Word, Powerpoint, etc.)

**Personal Profile:**

Date of Birth : 23May 1972

#### Nationality : Indian

Marital status : Married

Visa status : Visit Visa

Languages Known : English, Hindi and Malayalam.