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**RIYAS**

**DUBAI, U.A.E**

**C/o-Mob: +971504973598**

**E-mail:** [**riyas.344445@2freemail.com**](mailto:riyas.344445@2freemail.com)

**OBJECTIVES:**

**To have responsible and challenging position that my education and experience will be of value, for the Growth and satisfaction of the firm and provide ample scope for personal and professional growth.**

**PERSONAL BACKGROUND:**

**Date of Birth : 5th February 1984 Nationality: Indian Visa Status : Visit visa**

**Marital Status : Married Gender : Male Driving License : Valid U.A.E D/L**

**EDUCATIONAL BACKGROUND:**

* **DEGREE, B.Com , Issue under the University of Calicut**
* **HSE (Higher Secondary School Examination) Issue under the authority of the Government of Kerala**
* **SSLC (Secondary School Living Certificate), Issue under the authority of the Government of Kerala**

**COMPUTER PROFICIENCY:**

* **Operating system- Windows 98, Windows XP, Windows Vista, Windows ‘7’ & Windows ‘8’**
* **Application Software – Microsoft Office Standard, Adobe Photoshop Tools.**
* **Financial Application Software – Tally, peach tree**
* **Browser Tools – E-mail and Internet Explorer**

**WORKING EXPERIENCE:**

**2010 Home Style Furniture L.L.C**

**Accountant General**

* **Prepare and manage day to day bank transactions & day to day cash transactions reports.**
* **Maintain books of accounts in a computerized environment.**
* **Handling cash management, Control petty cash, prepares render accounts of individuals & departments.**
* **Maintaining fixed asset inventory, posting of cash book receipts and payments and preparing payroll for all employees.**
* **Reconciliation of Accounts with Bank Statements.**
* **Submitted timely and accurate reports related to the arrival of new stock or remaining supplies.**

**2013 Al Ard Group of Company**

**Accountant Cum Sales**

* **Serves customers by selling products and meeting customer needs.**
* **Make sure that the stock is always complete and presentable.**
* **Prepare and manage day to day bank transactions & day to day cash transactions reports.**
* **Submitted timely and accurate reports related to the arrival of new stock or remaining supplier.**
* **Reconciliation of Accounts with Bank Statement.**

**2015 Vengara Agencies**

**Accountant**

* **Prepare and manage day to day bank transactions & day to day cash transactions reports.**
* **Maintain books of accounts in a computerized environment.**
* **Handle the whole range of Accounts Payable & Receivable.**
* **Handling cash management, Control petty cash, prepares render accounts of individuals & departments.**
* **Maintaining fixed asset inventory, posting of cash book receipts and payments and Preparing payroll for all employees**
* **Ensure General Ledger entries are accurate and are in line with Company Procedures.**
* **Finalize Trial Balance with supporting schedules.**
* **Coordinating sales team, Assisting Finance manager for Prepare budget and create market strategy**
* **Reconciliation of Accounts with Bank Statements.**
* **Preparation of Utilization and e-filing the Tax returns in periodically.**
* **Preparing Balance sheet and P/L.**
* **Make a daily sales report.**

LANGUAGE KNOWN:

* **English**
* **Arabic**
* **Hindi**
* **Malayalam**

SPECIAL SKILLS:

* **Ability to handle pressure & heavy workload**
* **Self-motivated, strong time management skills**
* **Negotiating and Interpersonal skills**
* **Comfortable to work within a team**
* **Fast learner & Outgoing personality**
* **High degree of responsibility and honest**
* **Ability to understand customer needs**
* **Achiever, initiative, hard worker**

DECLARATION:

**I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your early convenience.**

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**RIYAS**