Riyaz

Riyaz.347543@2freemail.com

**Objective**

**To pursue a successful career through credible performance and diligence in work enabling an ever-learning aspect of latest developments to me and putting my share of contribution to the growth of the organization.**

**Summary**

**To associate myself with an organization that provides an opportunity to show my Techno-proficient skills, to improve my knowledge and to be a part of the team that**

**works dynamically towards the growth of the organization.**

**Excellent working experiences in Tally ERP9, MS word, excel and power point. Possession of good client-relationship skills, excellent communication skills and**

**good team player. Self motivated, comfortable in taking initiative working dependently. Can work under pressure and meet deadline.**



**Education**

**Master of commerce ( M.com)**

**Annamalai university, Chidambaram.**

**Bachelor of Commerce (B.Com)**

**R.V.S College of Arts & Science, Karaikal, affiliated by PONDICHERRY**

**UNIVERSITY, Pondicherry.**

**Higher Secondary School Education**

**Hameediya Higher Secondary School, Thirukkalacheri, Tranquebar**

**(taluk), Nagappatinam. (Dist.)**

**Professional Experience**

**Accountant, Ping construction company, Arad, Bahrain. March 2016 to February 2017**

**Accountant, Naveen Auto Gas Agencies Pvt Ltd, India. Jan 2013 to Oct 2015.**

**Responsibility**

**Preparation of Financial Statement and Financial position statement**

**Maintain book of accounts in computerized environment. Handle cash management.**

**Control petty cash; prepare render accounts of individuals & departments. Manage the invoice generation operation & credit control.**

**Handle cash flow statement**

**Prepare trial balance, profit & loss account and balance sheet. Handle accounts payable and accounts receivable.**

**Calculate and distribute wages and salaries.**

**Check monthly bank reconciliation statements of all bank accounts maintained; resolve any differences in a timely manner.**



 **Software Exposure**

|  |  |  |
| --- | --- | --- |
| **Operating System** | **:** | **Windows XP, Vista, 2007 & 2008.** |
| **Application** | **:** | **MS-Office, Internet & Email Services** |
| **Accounting Packages** | **:** | **Tally ERP9** |





 **Declaration:-**

**I hereby declare that the above information furnished in my Curriculum vitae is true to the best of my knowledge.**