Curriculum Vitae of Mr. Niyas

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** | Dubai – U.A.E |
|  |
| Niyas.374947@2freemail.com  |
| Date of birth 11 April 1983Nationality Indian |

|  |  |
| --- | --- |
| **PROFILE** |  |

|  |  |
| --- | --- |
|  | * I am an experienced Accountant with a Bachelor of Commerce Degree.
* I am self-motivated, enjoying interpersonal and communication skills.
* I am young, and energetic to undertake challenges.
* I have good organizational skills to attend to details.
* I regard team spirit as an integral part of productivity.
* I have gained a valuable experience as a coordination accountant with JCC.
* My work with JCC has enabled me to further strengthen my communication, organization, computer, multi-tasking, and negotiation skills, as well as the ability to work under pressure.
 |

|  |  |
| --- | --- |
| **WORK EXPERIENCE** |  |

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| 1st Nov-2015 -31st Aug 2017 |
|

 | ***Accountant – Accounts Payable & Payroll,*** ***Doha Film Institute – Doha – Qatar.*** |
| * Duties and Responsibilities:
* Punch and Process all invoices, debit Memos/Credit Memos, and ensure that all the documents received are updated in the system maximum by the following day,
* Review PO , Service orders and contracts against invoices and ensure coherence, completeness of Proper approvals,
* Bank reconciliation on daily basis. Reconciliation of expense reimbursement with all departments as well as Vendor Accounts Statement,
* Efficiently dealing with all payments related to the Qatar museum authority and the reconciliation of the same,
* Responsible for receipt and preparation of cheques and invoices,
* Coordinating and follow up with different internal department and banks regarding the status of payment,
* Assists the finance manager in preparation of reports,
* Efficiently preparing withholding tax and filing as per Qatar tax law,
* Accountable for data entry capturing six dimensions,
* Actively involved in film financing grants.
* Processing payroll, which includes ensuring vacation and sick time are tracked in the system
* Answering payroll questions
* Facilitating resolutions to any payroll errors
* Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment
 |

|  |  |
| --- | --- |
| 25th Dec. 2008 -30 SEP 2015 | ***Accountant Cum Financial Administrator******Al-Jazeera Children's Channel [JCC] – Qatar Foundation***Al Jazeera Children's Channel is an all-language television for children. It is an [edutainment](http://en.wikipedia.org/wiki/Edutainment) channel seeking to promote [childhood](http://en.wikipedia.org/wiki/Childhood_development) and [adolescence development](http://en.wikipedia.org/wiki/Adolescent_development) by encouraging [learning](http://en.wikipedia.org/wiki/Learning) and educating children in a fun way. |
| *Duties and Responsibilities:** Review PO , Service orders and contracts against invoices and ensure coherence, completeness of Proper approvals,
* Review and verify invoices and check requests,
* Sort, code and match invoices,
* Set invoices up for payment,
* Enter and upload invoices into system,
* Track expenses and process expense reports,
* Prepare and process electronic transfers and payments,
* Prepare and perform check runs,
* Post transactions to journals, ledgers and other records,
* Reconcile accounts payable transactions,
* Prepare analysis of accounts,
* Monitor accounts to ensure payments are up to date,
* Research and resolve invoice discrepancies and issues,
* Maintain vendor files,
* Correspond with vendors and respond to inquiries,
* Produce monthly reports,
* Assist with month-end closing,
* Provide supporting documentation for audits,
* Creation of new Suppliers in oracle and maintain the hard Copy of the same.
 |

|  |  |
| --- | --- |
| March 2007 – January 2008 | **Accountant*****Pratibha Trading & Contracting***The Prathibha Trading &Contracting is a well renowned contracting company in Kerala in India which is into Civil Contracts & Trading.*Duties and Responsibilities:** Review and verify invoices and check requests,
* Maintaining Payment draw files and invoice files,
* Communicate with project managers , vendors and external parties to manage draw requests/requirements and timely responses to question and inquiries
* General accounting including accounts receivable, account payable, and general ledger posting
* Track expenses and process expense reports,
* Work with project Managers on billing verification and collection matters,
* Prepare deposits and weekly cash payment details
* Post transactions to journals, ledgers and other records,
* Reconcile of vendor statements and customer payments,
* Respond to inquiries from the owner, controller, and Project Managers.
* Monitor accounts to ensure payments are up to date,
* Research and resolve invoice discrepancies and issues,
* Maintain vendor files,
* Correspond with vendors and respond to inquiries,
* Produce monthly reports,
* Assist with month-end closing,
* Payment coordination with bank,
 |

|  |  |
| --- | --- |
| **EDUCATION**  |  |

|  |  |  |
| --- | --- | --- |
|  June2006 – April 2008 | **Bachelor of Commerce** |  |
| *University of Calicut ,(India)*  |
| * Business Statistics, Financial Accounting, Auditing, Income Tax & Business Management Cost & Management Accounting.
 |

|  |  |  |
| --- | --- | --- |
|  September 2005 – June 2007 | **Provisional Certificate** |  |
| *Board of Higher Education -Thiruvanthapuram (India)*  |
| * Business Study with Functional Management
* Accounting with AFS/ Costing
* Computer Application.
 |

|  |  |  |
| --- | --- | --- |
| June 1995–Mar 2003 | **Secondary school Leaving Certificate** |  |
| *Govt High School, (India)* |

|  |  |
| --- | --- |
| **TRAINING** |  |

|  |  |
| --- | --- |
|  | * Certificate of Manual Accounting and Tally 9
* Certificate of Microsoft office
* Certification of Microsoft Visual Basic
 |

|  |  |
| --- | --- |
| **PERSONAL SKILLS** |  |

|  |  |
| --- | --- |
| Languages | * Written and spoken **English**
* Written and spoken **Malayalam**
 |

|  |  |
| --- | --- |
| Communication skills | * Organized
* Creative
* Excellent ability in adapting to multicultural environments
 |
| Computer skills | * Excellent command of Microsoft Office tools
* Oracle Financials AP Module
* Excellent command of Microsoft Visual Basic tools
* Excellent command of social media tools
* Tally, Peach Tree
 |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** |  |

|  |  |
| --- | --- |
| Hobbies: | * Reading
* Travelling
* Watching movies
 |
| Health: | * Excellent
 |
| Marital Status: | * Married
 |
| Visa Status: | * Visit Visa
 |
| Availability | * Immediate
 |