Curriculum Vitae of Mr. Niyas

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| **PERSONAL INFORMATION** | Dubai – U.A.E |
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| [Niyas.374947@2freemail.com](mailto:Niyas.374947@2freemail.com) |
| Date of birth 11 April 1983  Nationality Indian |

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| **PROFILE** |  |

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|  | * 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. |

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| **WORK EXPERIENCE** |  |

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| |  | | --- | | 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 |

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| 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. |

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| 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, |

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| **EDUCATION** |  |

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

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

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

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| **TRAINING** |  |

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

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| **PERSONAL SKILLS** |  |

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

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| 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 |

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| **ADDITIONAL INFORMATION** |  |

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