



AHAMED RIYASKHAN M

ACCOUNTANT

CONTACT

+971568616701

LINKEDIN:
<http://www.linkedin.com/in/ahamed-riyaskhan-795363266>

riyaskhan1316@gmail.com

20/34 RP Sannathi Street,
Pettai, Tirunelveli,
Tamilnadu - 627004.

SOFTWARE SKILLS

- Tally ERP 9 With GST
- MS Word
- MS Excel
- MS Office
- MS PowerPoint
- MS Access
- Data Entry

INTERPERSONAL SKILLS

- Punctual
- Adaptability
- Quick learning capability
- Smart work

LANGUAGES KNOWN

- English
- Tamil
- Arabic (read only)

PROFILE

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills and experience abilities.

WORK EXPERIENCE

• GLOBE RADIO PRIVATE LIMITED - TIRUNELVELI

HR ASSISTANT

April 2023 – Dec 2023

- Monitor attendance and screening of labors.
- Biometric attendance system monitoring.
- Monthly wages sheet preparation.
- Distribute monthly PF and ESI details and deductions.
- Maintain an up-to-date list of working hours and schedule.
- Labors leave and permission approval.
- Creating OD and OT schedule reports of workers.
- Labors absent list dispatch to respective department.
- Ensure the integrity of payroll by accurately tracking and reporting

• MOHAMED TRADERS – RS MANGALAM (RAMNAD)

ACCOUNTANT

Sept 2021 – Sept 2022

- Purchase entry, Sales entry, Payment voucher, Receipt voucher.
- Import and export details.
- Stock reports maintains in excel sheet
- Accounting voucher and inventory voucher.
- Banking cash deposit and withdrawal process.
- Product data entry in excel sheet.

EDUCATION

SYED HAMEEDHA ATRS & SCIENCE COLLEGE – KILAKARAI
(ALAGAPPA UNIVERSITY)

B.COM WITH COMPUTER APPLICATION
CGPA – 6.0

JUNE 2017 – APRIL 2020

TRAINING AND CERTIFICATION

- **Diploma in Computer Application [DCA]** certified by **CSC - TIRUNELVELI** (2021)
- **Advanced mobile training course & Hardware and Software for android mobile phone repairing** certified by **CITY MOBILE TRAINING INSTITUTE – COIMBATORE** (JAN 2023)