



QUALIFICATION

- ❖ **Masters in Commerce**
(M.com Financial Management)
University of Calicut
2018 – 2020
- ❖ **Bachelors in Commerce**
(B.com with Computer Application)
University of Calicut
2015 – 2018

DRIVING LICENCE

- ❖ **LMV License, Dubai, UAE**
- ❖ **LMV License, INDIA**

PERSONAL PROFILE

Gender : Male
Date of Birth : 24/11/1997
(25 Years Old)
Marital Status : Married
Nationality : Indian
Passport Number: U6942552
Visa Status : Employment Visa
(Expires on August 2023)

IT SKILLS

- ❖ **SAP S4 Hana**
- ❖ **SAP Business One**
- ❖ **Tally ERP9**
- ❖ **Ipos.**
- ❖ **Microsoft Office.**

LANGUAGES KNOWN

- ❖ **English**
- ❖ **Hindi**
- ❖ **Arabic (Bigining)**
- ❖ **Malayalam (Native)**

MUHAMMED RISHAD. KM

Mob: + 971 544655038
Email: kmrishard@gmail.com
United Arab Emirates

PROFILE SUMMARY:

Completed Master's degree in Commerce Financial Management. Two & half years of working experience in UAE and One year in India. Working experience in ERP like SAP S4HANA, SAP Business One, Tally ERP9, etc.

WORKING EXPERIENCE:

- ACCOUNTANT:**
NESTO GROP, SHARJAH, UAE
From Aug 2021 onwards.
 - ❖ Managing all Financial transactions.
 - ❖ Cashier's closing and Receiving of daily cash collection.
 - ❖ Reconciliation of daily sales.
 - ❖ Petty cash management and Bank deposits
 - ❖ Preparation of cheques, Payment follow ups.
 - ❖ Reconciliation of Bank, Customer and Vendor Accounts.
 - ❖ Management of Accounts Payables and Accounts Receivables.
 - ❖ Audit financial transactions and documents.
 - ❖ Preparation of reports and budget forecasts.
 - ❖ Finding of aging stock, controlling and posting of scrap.
 - ❖ Creation of Purchase order and Invoices. Migo and Miro
 - ❖ Monthly SOA clearing and Schedule monthly Inventory Auditing.
 - ❖ Report on the company's financial health and liquidity
- JUNIOR ACCOUNTANT:**
AL HOOT HYPERMARKET LLC, RAK, UAE
From February 2021 to July 2021.
 - ❖ Cashiers closing and Daily update on collections.
 - ❖ Bank deposits, Cheque preparation and reconciliation.
 - ❖ Petty cash management
 - ❖ Accounts payable and receivables reconciliation.
 - ❖ Preparation of opening balances for cashiers
 - ❖ Releasing incentives and allowances.
 - ❖ Daily Accounts closing
- Asst. ACCOUNTANT**
AL SALAMA EYE HOSPITAL LTD, KERALA, INDIA
(From January 2020 To December 2020)
 - ❖ Writing up of Cash Book.
 - ❖ Responsibility of Petty Cash: Preparation of petty cash vouchers, recording of petty expenses and keeps the records of petty expenses.
 - ❖ Receive and Record the daily collection, Bank deposits
 - ❖ Preparation of monthly Vendor statements.
 - ❖ Update accounts receivable and issue invoice
 - ❖ Update accounts payable and reconciliation
 - ❖ Bank reconciliation and internal reconciliation.

SKILLS:

- ❖ Knowledge in Financial Accounting, Cost Accounting, Corporate Accounting and Management Accounting.
- ❖ Knowledge in UAE Vat and Corporate Tax.
- ❖ Working experience in handling Payables, Receivables and General Accounts.
- ❖ Advanced MS Excel skills including Lookups and Pivot tables.
- ❖ Communication, Leadership and Presentation Skills.

DECLARATION:

I declare that all the above facts are true to best of my knowledge and I abide to work to the standards and company rules.



MUHAMMED RISHAD.KM