



## 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: kmrishadrd@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:

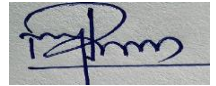
- ACCOUNTANT:**  
**NESTO GROUPO, SHARJAH, UAE**  
**From Aug 2021 onwards.**
  - ❖ Managing all Financial transactions.
  - ❖ Cashier's closing and Receiving of daily cash collection.
  - ❖ Reconciliation of daily sales.
  - ❖ Petty cash management and Bank deposits
  - ❖ Preparation of cheques, Payment 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