



MOHAMED RIYAS .A

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Email: riyasmgm71@gmail.com

CAREER OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

WORK EXPOSURE

Good work exposure in handling accounts of any type of business organization from vouching to preparation of final accounts. Experience in handling Tax Affairs and working knowledge in preparation & e-Filing of Tax returns. Work experience in modern computer accounting software.

ACADEMIC QUALIFICATIONS

BACHELOR OF COMMERCE

UNIVERSITY OF CALICUT, KERALA, INDIA

HIGHER SECONDARY EXAMINATION

KERALA DEPARTMENT OF HSE, KERALA, INDIA

SECONDARY SCHOOL LEAVING CERTIFICATE

GOVT. OF KERALA PUBLIC EXAMINATIONS, KERALA, INDIA

IT QUALIFICATIONS

- ✦ PG Diploma in Business Accounting & Management (PGDEAMY) from IPA Kerala.
- ✦ MS Office: Microsoft Excel Global Certificate Holder.
- ✦ Specialized in Tally ERP 9.0, Quick Book, Peachtree.
- ✦ Computer fundamentals, Windows X8, Windows 7, Windows 10, Linux OS, etc.

WORKING EXPERIENCE

- 4 years as an Accountant for Safiya Travels Private Ltd.,
Tirur, Malappuram, Kerala, India.
- 1 year as a Billing Staff for Mother Super Market
Tirur,
Malappuram, Kerala, India.

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

Place:

Date:

MOHAMED RIYAS.A

STRENGTH

- ✓ Sincere & Hard working.
- ✓ Organizational Skill.
- ✓ Positive Attitude & Fast Learner.
- ✓ Good communication capacity.
- ✓ Soft spoken & Positive thinking.
- ✓ Energetic & Well Disciplined.

LANGUAGES KNOWN

English	- Speak, Read & Write
Malayalam	- Speak, Read & Write
Hindi	- Read & Write

LICENSE DETAILS

License No	: 55/916/2015
Category	: LMV/HMV
Place	: India

PASSPORT DETAILS

Passport No.	: P 3448520
Issued Date	: 31/10/2016
Expiry Date	: 30/10/2026
Issued Place	: Kerala (India)

PERSONAL DETAILS

Date of Birth	: 10/07/1996
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Religion	: Islam

PERMANENT ADDRESS

S/o Mohammed .A,
Arimanichola House,
Mangalam Post,
Tirur, Malappuram Dist.,
Kerala, India – 676 561