





Mohamed Riyas

Accountant

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PROFILE SUMMARY

- 9+ years of experience in finance and accounts domain in manufacturing, construction, telecom and trading industry
- Experience in general ledger, accounts receivable & payable
- Good knowledge in VAT, TDS and Service tax return
- Complete exposure in preparing profit & loss a/c and balance sheet
- Prepare bank, debtors, creditors & Intercompany reconciliation
- Prepare MIS report

WORK HISTORY

Accountant, 12/2021 – 10/2023

Karim Al-Dar Trading Co LLC, Dubai, UAE

- Oversee the entire accounting function, including general ledger maintenance, accounts payable/receivable
- Preparing LC and TT document on supplier requirement basis
- Preparing Import & Export documents and Managed bills of entry documents
- Validated and approved petty cash reimbursement vouchers, maintaining precise accounting records.
- Preparation of VAT returns.
- Report generation and follow ups for suppliers/customers
- Prepare bank, debtors, creditors & Intercompany reconciliation
- Generate the month end closing report

Accounts Analyst, 04/2017 – 11/2021

Lycatel BPO Pvt Ltd, Chennai, Tamilnadu, India

- Reconciliation between sales and receipts & Intercompany
- Escalating discrepancy cases to concern team on time
- Reviewing online sales and receipt in SAGE
- Following-up for the refund status with the CB Team
- Analysis of customers invoice and doing its validation
- Processing vendor invoices and making payment
- Make sure that the invoice has been approved by specified LOA
- Vendor reconciliation

Accounts Executive, 05/2014 – 03/2017

Alfaab Products, Chennai, Tamilnadu, India

- Took responsibility towards the secondary activity for sales, purchase and inventory
- Report generation and payment due follow ups for suppliers/customers
- Review of statutory compliances and filing of VAT, TDS and Service Tax
- Preparing payroll reports
- Prepare bank, debtors, creditors & Intercompany reconciliation
- Preparation of monthly accounts and reconciliations, discussing monthly MIS, P&L, and Balance Sheet with the management.
- Generate the month end closing report

Accounts Executive, 01/2013 – 04/2014

Opelauto Products Pvt Ltd, Chennai, Tamilnadu, India

- Took responsibility towards the secondary activity for sales, purchase
- Review and verification for BRS
- Preparing LC document and TT (import) document
- Report generation and payment due follow ups for suppliers/customers
- Weekly Reports circulating to accounts dept / Manager

TECHNICAL SKILLS

Tally ERP 9 | Sage | QuickBooks | Vigil | Advanced MS Excel

EDUCATION

Master of Business Administration –2010–2012, Anna University, Chennai, Tamil Nadu, India.

Bachelor of Commerce – 2007–2010, Alagappa University, Karaikudi, Tamil Nadu, India.

PERSONAL DETAILS

Date of Birth	: 06-05-1990
Nationality	: Indian
Marital Status	: Married
Languages Known	: Tamil, English & Hindi
Passport Number	: M3624050
Visa Status	: Visit Visa (Expired on 01-03-2024)