



## **Muhammed Niyas KT** **Accountant**

☎ **+971 545414238**

✉ **nysultra@gmail.com**

📍 **Abu Dhabi**

PASSPORT NO : W4329060

VISA STATUS : VISITING VISA

VISA EXPIRY : DECEMBER 2023

NATIONALTY : INDIAN, KERALA

DATE OF BIRTH : 10/12/1998

GENDER : MALE

## **EDUCATION QULIFICATIONS**

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### ◆ **B.COM CA**

**UNIVERSITY OF CALICUT 2020**

## **CERTIFICATION COURESE**

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### **EXCEL TALLY GST**

**AVODHA EDUTECH PVT LTD 2021**

## **SKILLS**

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- ▶ **Microsoft Dynamics**
- ▶ **Srtong Communication**
- ▶ **Critical Thinking**
- ▶ **Leadership**
- ▶ **Active Listening**
- ▶ **Numerical Aptitude**
- ▶ **Computer literacy**

## **PROFILE**

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Dynamic and results-oriented commercial graduate with a solid educational background and valuable experience in storekeeping and accounting. Possessing a strong understanding of commercial operations and a keen eye for detail, I have effectively contributed to optimizing inventory management and financial processes.

## **WORK EXPERIENCE**

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### **ALAN ASCO SANITARY**

**ACCOUTANT CUM CASHIER 2021-2023**

- Work on Company Accounts Payable functions- Vendor Invoice Payment, ensure accuracy and timeliness of payments and manage vendor contracts.
- Monthly Internal audit and submit report to management (P/L, Trial Balance, Balance Sheet).
- Support the preparation of tax returns and assist in tax planning activities.
- Prepare check and ensure appropriate approval to all type payments such as utilities rent etc.....

### **IMAGE MOBILES & COMPUTERS**

**STORE KEEPER 2020-2021**

- Replenish supply inventories following established guidelines of the company.
- Inspect delivers for discrepancy or damage.
- Report damaged inventories for record-keeping and reimbursement.
- Supervise other staff members and keep a record of sales.
- Maintain stock levels by checking stock on hand against all the accounting transactions.

## **LANGUAGE**

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**ENGLISH : SPEAK, WRITE, READ**

**HINDI : SPEAK,WRITE, READ**

**ARABIC : WRITE, READ**