

NIYAS P.K



+971 0521671886

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niyaspk1551@gmail.com

CAREER OBJECTIVE

With my strong analytical and problem-solving abilities, I am well-equipped to identify trends, risks, and opportunities and make data driven decisions. I am a quick learner, a team player, and an excellent communicator, with a passion for continuous learning and professional growth. With my expertise and drive, I am confident in my ability to make a valuable contribution to organization I join.

WORK EXPERIENCE

➤ ACCOUNTS ASSISTANT

SKILL WAY

JAN-2023 – SEP-2023

- Perform activities related to financial accounting closing monthly, quarterly, and yearly in compliance with IFRS and prepare Managerial Reports Preparing customer invoices.
- preparing daily Receivable Report to management.
- Assist Accountant for internal and external audit.
- Supplier Invoice Creation (Payable) and Payments.

➤ ACCOUNTANT.

APSARA BAKES PRIVATE LIMITED.

JUN-2019 – APRIL-2020

- Financial accounting, Bookkeeping and Petty cash management.
- Analyzing financial information and summarizing financial status.
- Plan, assign and review staff's work.
- Service Tax and TDS filing for the branch.
- Verifying, allocating, posting, and reconciling accounts Payable and Receivable.

EDUCATION

➤ CERTIFIED MANAGEMENT ACCOUNTANT (CMA USA)

Institute Of Management Accountant (IMA)

➤ BACHLOR OF COMMERCE (B.COM)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(2020-2023)

➤ HIGHER SECONDARY

Board Of Higher Secondary Examination Kerala

➤ SSLC

General Education Department Kerala

UAE ADDRESS:

AL-SATWA

Dubai

United Arab Emirates (UAE)

PERSONAL INFORMATION

Father's Name: Abdul Raouf

Date of Birth : 15.09.2001

Nationality : Indian

Gender : Male

Marital Status: Unmarried

ADDRESS

PUTHIRIKKAD (HO)

Koromiko Uliyil (PO)

Kannur (Dt)

670702

Kerala, India

LANGUAGE KNOWN

- ♦ Malayalam
- ♦ English
- ♦ Hindi [READ-WRITE]
- ♦ Arabic [READ-WRITE]

PASSPORT DETAILS

Passport No : V5208575
Place of Issue : KOZHIKKODE
Date of Issue : 27-12-2021
Date of Expiry: 26-12-2031

VISA STATUS

Visit visa

Date Off Issue: 10-01-2024
Valid Until : 09-03-2024
Uid No : 238502213

OTHER EDUCATION

PROFESSIONAL DIPLOMA IN INDIAN FOREIGN SAP ACCOUNTING
G-TEC COMPUTER EDUCATION
2023

COMPUTER SKILLS

- Microsoft Excel
- Microsoft Word
- Tally ERP
- Quick books
- SAP FICO
- Peachtree

PROFESSIONAL SKILLS

- Financial statement analysis
- Ratio analysis
- Variance analysis
- Journal entry
- Ledger keeping
- Stock auditing

DECLARATION

I hereby declare that the information furnished above are true and correct to my knowledge and belief.

NIYAS P.K