



NIYAS ABDUL SALAM

An accomplished professional with over 3 years of Experience as a Accountant. Offers strong attention to detail, excellent communication skills, and important ability to remain calm in stressful situations. Presently looking for a career move that is both challenging and rewarding with scope for growth and career development in a multinational environment, where I can use my present experience and academic knowledge to grow within the organization, and to improve my future credentials.

Contact



UAE, Dubai



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Competencies

Attention To Detail	<div><div></div></div>
Customer Service	<div><div></div></div>
Critical Thinking	<div><div></div></div>
Time Management	<div><div></div></div>
Problem Solving	<div><div></div></div>
Adaptability	<div><div></div></div>
Leadership	<div><div></div></div>
Communication	<div><div></div></div>

Computer Proficiency

- MS Power Point & Out Look
- MS Office (Excel, Word)
- ISM
- TALLY Prime with GST
- GCC VAT
- PEACHTREE
- DATA ENTRY OPERATOR

Technical Skills

- Good organization Skill
- Data Analytics
- Database
- Risk Monitoring & Reporting
- Factory Administration
- Operations Management
- Business Development
- Problem Solving
- Solid data entry skills
- Mitigation
- Documentation
- Risk Management
- Microsoft Office Tools
- Due Diligence
- Cash Flow Forecasting
- MIS Financial Reporting
- INDIA VAT returns and reporting

Career Summary

Accountant **2020 -2023**
Supreme Food Production Company, INDIA

Responsibilities

- Manage obligations to suppliers, customers and third-party
- vendors Process bank deposits
- Reconcile financial statements
- Prepare, send and store invoices
- Contact clients and send reminders to ensure timely Payments
- Submit tax forms
- Identify and address discrepancies
- Report on the status of accounts payable and receivable
- Update internal accounting databases and spreadsheets



Personal Info

- Nationality : Indian
- Marital Status : Single
- Passport No : U 8351079
- Visa Status : Visit Visa
- Driving License : INDIA
- License Expiry : 12/05/2036

Language Known

English	★★★★★
Arabic	★★★★☆
Hindi	★★★★☆
Malayalam	★★★★★

Interests & Hobbies

 Travel	 Organizing & Arranging
 Reading	 Sports

Academic Qualification

B.Com Computer Application

Mahatma Gandhi University (2017-2020)

Financial Accounting

Tally Erp 9, VAT, Quick Book, Peach tree, Sage 50 & GCC VAT

References

Reference Will Be Provided As Per The Request.