



**NIYAS M**

Aspiring for a professional role within the fields of Accounts, Finance and Management to utilize and enhance skills and expertise in a professional manner with a challenging & growth-oriented organization.



## EXPERIENCE SNAPSHOT

### SALES & ACCOUNTANT

Company: KUSHINS CLOTHING LLP

Location: India, Kerala

Tenure Feb 2021 to Sep 2022

### WAREHOUSE ASSISTANT

Company: SYNCREON ME DWC LLC (A DP World Company)

Location: Dubai, DP World

Tenure: Jan 2023 to July 2024



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LinkedIn Skype

Dubai, UAE



## TRAITS & SKILLS

- Enthusiastic
- Collaborate
- Decision Making
- Accountable
- Communicative
- Multitask
- Leader
- Agile
- Analytical



## LANGUAGE SKILL

English  
Arabic  
Hindi  
Malayalam



## ACADEMIC CREDENTIAL

### Foreign Accounting

Tally & Peachtree Kerala

### B.COM- Bachelor of Commerce

Kannur University – Kerala India



## EXPERIENCE HIGHLIGHTS

- ❖ Receive, inspect, and record all incoming goods to ensure accuracy and quality
- ❖ Coordinate with suppliers for timely deliveries and manage the return of defective or excess items
- ❖ Organize and maintain inventory levels by conducting regular stock checks and replenishing items as needed.
- ❖ Coordinate with purchasing departments, suppliers, and other relevant parties to
- ❖ Weekly Stock Reconciliation
- ❖ Posting adjusting entries like prepaid, accrued expense etc.
- ❖ Attending Customers.



## PERSONAL SNIPPETS

- Date of Birth : May 15,1995
- Marital Status : Single
- Religion : Islam
- Nationality : Indian
- Driving License : Indian
- Visa Status : Visiting Visa



## IT SKILLS

