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India

Visa Status : Visit Visa

EDUCATION

Bachelor of Commerce In Finance India, University Of Calicut, Kerala, India 2014

Higher Secondary, Board Of Higher Secondary Education Kerala, India , 2011

Secondary , Board Of Public Examination Kerala, India , 2009

PASSPORT INFO

Passport No : Y8824827
Date of Issue : 24/08/2023
Date of Expiry : 23-08-2033

DRIVING LICENSE

License No. : 121827302
Date of Issue : 25/11/2021
Date of Expiry : 25/11/2024

MUHAMMED RIYAS

PROFESSIONAL SUMMARY

Detail-oriented **Accountant** with **05+ years** effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Financial Statements
- Financial Management
- Tax Law Understanding
- Financial Planning
- Partnership Accounting
- Account Reconciliation Process
- Tax Preparation
- Budgeting Assistance
- Administrative Support
- Payroll Management

WORK HISTORY

January 2023 - December 2023

Thoiba Logistics Services - Accountant, Dubai, UAE

- Prepare purchase invoice and managing day to day books of accounts and monitoring
- Handling petty cash and monitoring daily cash balance.
- Reconcile cash and bank statements and resolve any discrepancies.
- Monitor and manage company expenses, ensuring adherence to budgetary guidelines.
- Assist payroll tax calculations and filings.
- Assisting the financial reports, including balance sheets, income statements, and cash flow statements.

March 2021 - November 2022

Al Ibra National Trading FMCG Co LLC - Accountant, Salalah, Oman

- Handled day-to-day accounting processes to drive financial accuracy.
- Posting and processing journal entries to ensure accurate recording of all business transactions and maintaining the general ledger in Tally.
- Preparing the cash book and monitoring daily cash balances.
- Reconciling monthly bank statements with the general ledger.
- Recording and processing accounts payable transactions.

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 28/03/1993
Marital Status : Married

TECHNICAL SKILLS

MS Office

MS Office | MS Excel |
PowerPoint

Accounting Software

Tally ERP 9.0 | Hot Soft |
S-cube

LANGUAGES

Arabic

Advanced (C1)

English

Advanced (C1)

Hindi

Upper intermediate (B2)

Malayalam

Bilingual or Proficient (C2)

REFERENCE DETAILS

Muhammed Firos. M T
Mob : +971 562939003

- Assisting in payroll processing activities.
- Monitoring customer accounts for non-payments, delayed payments, and other discrepancies.
- Supporting the finance department and senior accounting staff by assisting with various tasks, including the preparation of budgets, records, and statements.

May 2017 - November 2020

Global Care Clinics Pvt. Ltd - Accountant, Kerala, India

- Managing daily financial records and overseeing petty cash management, ensuring accurate recording of all transactions.
- Generating reports for accounts payable and accounts receivable.
- Reconciling bank statements to ensure accuracy in financial records.
- Recording sales and purchases transactions in the ledger.
- Providing assistance in tasks related to financial document preparation.

September 2015 - October 2016

Windsor Castle 4 Star Hotel - Assistant Accountant, Kerala, India

- Maintained detailed financial records of accounts receivable and payable status and bank reconciliations.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.
- Assisted with monthly and quarterly income statements, balance sheets and cash flow reports to inform decision-makers.
- Processed payroll by validating work hours and attendance of employees.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.

STRENGTHS & QUALITIES

- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.
- Humor and lightheartedness.
- Inspiring and motivating others to active greatness.
- Patience when dealing with others.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

MUHAMMED RIYAS