

RIYAS.KM

(Accountant at Arjomandi Group of Companies)

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Key Skills

Organizational Skills

Ability to manage deadline

Methodical Approach

Key Account Management

Problem Solving Skills



Profile Summary

- ▶ Preparing accounts and reports with 6 years of GCC experience in firm and corporate.
- ▶ Controlling income and expenditure in an organization & analyzing accounts and business plans.
- ▶ Auditing financial information and preparing financial statements and presenting reports.
- ▶ Skilled in working on SAP, Microsoft Dynamics, Tally ERP, Xeno ERP
- ▶ An out-of-the-box thinker having problem solving technique based on methodical approach to meet the deadlines and maintaining harmony and teamwork environment.
- ▶ An effective and efficient team personnel with excellent communication, patience and relationship building skills



Experience in UAE

**Al Hamriyah Trading &
Refrigeration Company LLC**
Senior Account
Sharjah-UAE

**Paramount Middle
East Equip Trading
Company LLC-**
Muscat-Oman

**MNN Chartered
Accounts**
Tax Consultants,
Calicut Articled
Assistant

Jan 2020 to till now

June 2017 to Oct 2019

June 2012 to Dec 2015



Soft Skills



Communicator



Thinker



Innovator



Collaborator



Intuitive



Education

- ▶ Articled Assistant in Chartered Accountant of India
- ▶ Bachelor of Commerce (B.com) from Calicut University, India in 2012.

IT Skills

- ▶ SAP
- ▶ Microsoft Dynamics, Tally ERP, Xeno ERP
- ▶ MS Office,
- ▶ Microsoft Outlook,
- ▶ Adobe Photoshop & Reader.

Current Work Experience

Senior Accountant

Arjomandi Group of Companies from Jan 2020-Present (SAP & Gravity RP)

- **Verify, allocate, post and reconcile account payables and receivables**
- **Handling main cash account**
- **Producing monthly financial and management reports**
- **Assisting in General financial management and analysis.**
- **Post customer payments by recording cash, Checks and credit card transaction**
- **Worked closely with internal teams to ensure that all inventory transactions flow through successfully.**
- **Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit**
- **Analyzing financial information and summarizing financial status**
- **Review and recommend modifications to accounting systems and procedures**
- **Manage accounting assistant and bookkeepers**
- **Provide input into departments goal setting process**
- **Disburses petty cash by recording entry and verifying documentation**
- **Support month-end and year-end close process**
- **Reconciliation of different ledger in SAP on monthly basis**
- **Co-ordination with sister companies & Reconciliation of ledger on monthly basis in SAP**
- **Reports to Management:**
 - **1.Weekly Ageing (Receivables & Payables), Sales analysis report, Intercompany reconciliation report,**
 - **2.Monthly Profit &loss statement, Vat report, Sales commission report.**
- **Vat submission VAT Filling asper FTA regulation**

Accountant

Paramount Middle East Equipment Trading LLC (Jun 2017 to Oct-2019)

Management Information System.

- **Finalization of Accounts**

- Internal Auditing with supporting vouchers for weekly report
- Reconciling of bank statement with ERP
- Preparation of the DSR and MSR after matching with invoices with System by salesman wise, items wise
- Payroll processing (Payroll including salary slip of each staff) after discussing with C.F.O.
- Preparation of Accounts payable and other payables list (Current liability) after checking exact purchases and services received
- Monthly expense report after checking with exact Cash, Petty cash, Cheque, Online transfer valid invoices (whatever method of expense payment).
- Preparation of the Accounts receivables or sundry debtors list (Aging report) and ensuring the customers repayment capacity (Debtors liquidity ratio)

Daily work in Microsoft Dynamics

- Sending LPO (Local Purchase Order) to Supplier (Procurement)
- Entering Delivery notes or shipment tickets against the LPO
- Preparing purchase (Supplier Tax invoice) against the Delivery notes
- Transferring the goods to each salesman (Stock transfer)
- Entering sales both Cash / Credit as per tax invoices
- If sales are a credit, ensuring or attaching the Contracts, customer all details (License copy, Owner's id copy etc.)
- Starting the sales audit means ensuring that we collected by cash or deposited to bank all the sales with cash ledger or with bank statement...
- Entering all type of expenses (petty cash, sales collection, cheque, transfer etc. Separate file for each cash payment) for easy auditing of cash out flows
- Filing of tax invoices with chronologically for easy VAT filing
- Physical cash checking of cash daily and ensuring it is match with system or not
- Daily Stock taking and reconciling the same with ledger
- Preparing SOA (Statement of Accounts) as necessity
- Entering all type of adjustment entry regarding prepaid expenses, PDC received or paid, Provisions, depreciation etc._

Personal Details

Name	: Riyas KM
Date of Birth	: 28th October 1991
Address	: Koramanglath (H), Meppadam (po) Mampad, Malappuram
Passport No:	: N7112077
Visa Status	: Visit visa
Languages Known	: English, Arabic, Hindi, and Malayalam
Nationality	: Indian
Marital status	: Married