



# MOHAMED NIYAS

Junior Accounts Cum Cashier Professional



+971 567257754

[alkaulite23@gmail.com](mailto:alkaulite23@gmail.com)

## WORK EXPERIENCE

3 years

## AGE

26

## ABOUT ME

" Detail-oriented and motivated Junior Accountant/Cashier with a strong foundation in finance and accounting principles. Proficient in managing daily financial transactions, processing payments, and maintaining accurate records. I possess excellent analytical skills and an eye for detail, ensuring efficiency and accuracy in all financial operations. With experience in using accounting software and a commitment to providing exceptional service, I am eager to contribute to a dynamic team and support the financial health of the organization. Adept at working in fast-paced environments, I thrive on challenges and continuously seek ways to improve processes and enhance overall performance.

Bachelor of commerce (CA)  
Thanthai Hans Rover Collage  
Bharathidasan university  
Perambalur, Tamil Nadu

Graduated, June 2019  
Marks 64%  
Division 1

10+2  
higher secondary school  
v kalathur, Perambalur,  
Tamil nadu, India

Graduated, June 2016  
Marks 62%  
Division 1



## Career Highlights

- " Financial Accuracy: Maintained 99% accuracy in daily cash handling and transaction processing, resulting in the timely and error-free reconciliation of cash drawers.
- Software Proficiency: Successfully operated accounting software such as QuickBooks and MS Excel to manage financial records and generate monthly financial reports.
- Customer Service Excellence: Recognized for providing exceptional customer service, leading to improved customer satisfaction ratings and repeat business.
- Efficient Reporting: Collaborated with senior accountants to prepare financial statements and reports, contributing to audits with a 100% success rate and zero discrepancies.



## Skills

- Relationship Building
- Communication Skills
- Product Knowledge
- Sales Strategy and Planning
- Time Management and Organization
- Client Retention and Upselling
- Emotional Intelligence



## Work Experience

February 2023 – Current

AL KAUSER ELECTRICAL EQUIPMENT LLC

Accounts, sales man

- Accounts experience is critical for ensuring accurate financial reporting, maintaining regulatory compliance, and supporting business decision-making. Professionals with accounting experience play a vital role in helping organizations maintain financial stability and efficiency. Additionally, this experience provides a foundation for career advancement in finance, management, or specialized accounting areas.

December 2019 To June 2022 DNYAFA

GROUP JEDDAH

Waiter, Cashier Saudi Arabiya,  
Jeddah.

- Taking Orders:** Greeting customers, helping them choose food or drinks from the menu, and taking their orders.
- Serving Food and Drinks:** Ensuring customers receive their food and beverages in a timely and professional manner.
- Handling Payments:** Processing customer payments, issuing receipts, and sometimes managing the cash register or point-of-sale system.
- Customer Service:** Addressing customer inquiries, complaints, or special requests and providing a positive dining experience.
- Cleaning and Maintaining the Area:** Keeping the dining area clean and organized, including clearing tables and setting them up for new customers..



## Computer Proficiency

- MS Excel
- Power point
- Tally ERP.9
- MS Word



## Languages

- Hindi
- English
- Tamil
- Arabic



## Personal Details

FATHER'S NAME: MR. DEEN MOHAMED

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

GENDER : MALE

BIRTHDAY : MARCH- 23- 1998

## DECLARATION

I, MOHAMED NIYAS, HEREBY DECLARE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

MOHAMED NIYAS