

AKILA RIYAS  
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## **Career Objectives**

To pursue a challenging career in an established organization that focuses on growth & profitability where I can contribute to the success and progression of the organization and also stimulates personal and professional growth.

## **Work Experience**

Worked as a Receptionist at Litwin PEL for a Temporary period of one month from March 1<sup>st</sup> 2020 to March 31<sup>st</sup> 2020.

Worked as an Accounts Clerk at Al Isharaf Electrical Corner Switchgear from October 2016 to January 2018.

### **Job Profile**

- Processing daily payment vouchers such as Suppliers, Employees, and Advance to employees, Salary Payment, Petty Cash and others in both Tally & QuickBooks.
- Monthly Payroll and attendance sheet preparation and process the payment of payroll, OT calculation, Leave Salary & Employee's final settlement.
- Handling incoming and outgoing mails
- Organize and keep up to date staff files.
- Handle staff leave request processes
- Handle all employee relations, i.e. address any grievances, concerns or HR issues quickly.
- Preparing Payroll through WPS and End of service benefits.
- Keep the records of released and unreleased cheques until get cleared from the bank.
- Prepare day-to-day reports/statements as or when required by the management.
- Works related to Office Administration as or required by the management.
- Post Receipts, Payments, Invoices and other journals and vouchers.

Worked as an Inventory Controller at Bedashing Beauty Lounge from January 2016 to August 2016.

### **Job Profile**

- Keep stock control system up to date and planning future capacity requirements by monitoring inventory levels to assure appropriate stock balance.
- Ensure no merchandise is received or delivered, returned unless proper documents are issued and approved by concerned staff.

- Minimize overstocks and removal of expiry product/redundant materials to maximize availability of fast moving items.
- Reconciling delivery notes with purchase orders.
- Recording delivery items into the system.
- Following up on back order and processing them to new orders.
- Place stock in designated areas
- Deliverance of product to technicians for refilling and usage.
- Monthly stock taking performed during nights (2 nights).

### **Academic Qualifications**

- **Master of Business Management (MBA), Finance & Human Resource  
Calicut University, India – June 2012**
- **Bachelor of Commerce (B.Com), Calicut University , India- March 2010**

### **Personal Details**

Age and Date of birth	:	32 Years (11-01-1989)
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Religion and Caste	:	Islam, Muslim
Husband's name	:	Riyas Chettippadikkal Beeran
Current location	:	Abu Dhabi
Visa Status	:	Husband's Visa

### **DECLARATION**

I hereby declare that the above-furnished details are true and correct to my knowledge and belief.

**AKILA RIYAS**