

RIYAS K

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Sharjah, UAE

Date of Birth: 07-07-1990

Nationality: Indian



CAREER OBJECTIVES

To work with an organization that provides ample opportunity for my career growth so that I can contribute my best for the growth of the organization and myself.

WORK EXPERIENCE

- Worked as Cashier-Accountant at **MET TCS Tirur (A reputed group of educational institutes)**, Kerala, India from 2013 to 2017.

Job Profile (Duties & Responsibilities)

- Writing up of books and finalization, cash flow & fund flow management.
- Generation of bank reconciliation statement, income and expenditure statements etc.
- Maintenance of Purchase Register, Sales Register, Journal Register, Debit Note, Credit Note and Cheque register.
- Accounts Payable/Receivable management.
- Generation of MIS reports in MS Excel, Revenue account and Balance sheet.
- Specialization in Inventory management, Inventory vouchers, Valuation etc.
- Collection of annual fees from students and maintains the due reports and submits to the manager.
- Filling the bank statements every month.
- Ensure the payment reports are correct.

- Worked as Accounts Assistant at **Classy Furniture**, India 6 months.

Job Profile (Duties & Responsibilities)

- Assisting the accounting works.
- Checking and managing various vouchers.
- Entering accounting details.
- Maintaining registers.
- Preparation of statements.

ACADEMIC QUALIFICATIONS

- M.Com, Madurai Kamaraj University, India - 2013.
- B.Com, Calicut University, Kerala, India - 2011.

PROFESSIONAL SKILLS

- MIS Report generation
- Good communication
- Good interpersonal skills
- Well organized
- Selfmotivated.

SOFTWARE SKILLS

- Tally.
- Peachtree.
- QuickBooks.
- Ms. Office.

Languages Known: -English, Hindi, Malayalam & Tamil

Marital Status: Married

Visa Status

Visit Visa

Date of Expiry: June 25, 2021

DECLARATION

The above furnished information is true to the best of my knowledge and belief and can be supported by relevant documents as required.

Sharjah, UAE

Date:

RIYAS K