



Muhammad Niyaz

Accounts Professional



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April 04, 1993

Why Niyaz?

- Young, energetic and result oriented Accounts professional with 6 years of demonstrated experience in the fields of Accounting, Value Added Tax (VAT), Finance and Human Resource Management in various industries – Gold Jewelry & Overseas Logistics.
- Enthusiastic towards understanding of technology with the focus on delivering business solutions and gaining knowledge of the changing business requirements.
- Exceptional knowledge in accounting software such as ORACLE, Tally ERP 9, SAP etc.
- Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively.

CORE STRENGTHS & ENABLING SKILLS

- Accounting & Financial Management
- Financial preparation & Reporting
- Forecasting & Variance Analysis
- Value Added Tax (VAT)
- Cash Flow Management
- Negotiation Skills

PROFESSIONAL EXPERIENCE



<i>Accountant</i>	April 2016 - present
ADAMALLYS L.L.C.	Dubai, UAE

Responsibilities/Accomplishments:

- Preparation of monthly financial statements and reporting to the top-level management regarding the operational and financial performance of the business including exceptional reporting
- Communicating with external auditors, bankers and other stake holders
- Managing compliance and accounting for input and output VAT, ensuring accuracy of records and submission of quarterly returns to the Federal Tax Authority (FTA)
- Preparation of budgeted financial statements on a monthly basis, making variance analysis and communicating to the top-level management and owners
- Coordinate with overseas suppliers & customers for shipment and payment processing
- Preparation of monthly reconciliation statements of bank statements with company books
- Monitoring activities in relation to Accounts Receivable, and Accounts Payable including collection / settlement and analysis of ageing reports
- Ensure all business and trade licenses are updated by making follow ups.
- Checking the reconciliation of cash balances including petty cash on a weekly basis.



Accountant

May 2015 – Mar 2016

RAJADHANI JEWELLERS

Mangalore, India

Responsibilities/Accomplishments:

- Maintaining and handling all accounting activities including recording of all transactions
- Preparation of Bank Reconciliation Statements
- Preparing and reporting daily reports such as sales report, cash reports etc.
- Analysis of receivables and payable ledgers for monthly forecast to ensure availability of funds for day-to-day operations
- Maintaining, reconciling and analyzing the supplier accounts in all divisions
- Maintaining proper documentation for purchases, sales and other transactions
- Handling all VAT related transactions including VAT reporting, payment and managing proper documentation for filing of the same
- Preparation of receipt & payment vouchers, debit & credit notes
- Vendor statement reconciliation
- Managing petty cash

MAJOR SOFTWARES HANDLED

- Excellent in Oracle Finance
- Diploma in SAP
- Basic knowledge in Quick Books
- Adequate exposure to Tally ERP 9
- MS Office (Excel, Word & PowerPoint)
- Basic knowledge in Xero and Zoho Books

LANGUAGES KNOWN

- To speak : English, Hindi, Malayalam, Tamil and Kannada
- To Read & Write : English, Arabic, Hindi and Kannada

PROFESSIONAL QUALIFICATION

- **Master of Business Administration (MBA)**
M.S.N.M. Besant Institute of P.G. Studies, Mangalore, India (2013 - 2015)
 - **Bachelor of Business Management (BBM)**
Sahyadri College of Engineering and Management, Mangalore, India (2010 – 2013)
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