

UAE
UMMAL QUWAIN
+971 582083678
+91 9605550497



IYAS MOHAMMEDUNNY

iyaskhanmohd1@gmail.com

Nationality	Indian
Date of birth	31/05/1991
Religion	Muslim
Passport no	K-5086947
Languages known	English, Hindi, Malayalam

OBJECTIVE:

To secure a responsible career opportunity and to fully utilize my training, skills and experience while making a significant contribution to the success of the company.

Eram Motors Pvt Ltd



Accountant (Kerala, India)

- Posting of purchases, sales, receipts and payments for the company.
- Preparing financial reports on a daily basis and sharing to the directors.
- Substantiating financial transactions by auditing documents.
- Reconciliation of Bank statements by collecting and analyzing account information.
- Securing financial information by completing data base backups regularly.
- Dealing with payments and receipts of the company by verifying documents.
- Preparing special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintaining customer confidence and protects operations by keeping financial information confidential.
- Dealing with petty cash requirements of the company.

Pinnacle Royal Enfield



Accountant (Kerala, India)

- Preparing asset, liability and capital account entries by compiling and analyzing account information.
- Accepts payments and deals with petty cash and other requirements of the company by cash, cheque, cards and vouchers.
- Reconciliation of branches by collecting information from other branches.
- Reconciliation of Bank and Dealer statement.
- Settlement of customer ledger for delivery purpose.
- Posting purchase of vehicle, accessories and spare parts.
- Substantiating financial transactions by auditing documents.
- Collecting cash and prepare cash reports in absence of Cashier.

Experience

Aug 2020 – Feb 2022

Feb 2017 – Mar 2019

Edathadan Granites

Accountant (Kerala, India)



- Collecting cash from Cashiers at the end of every shift, and informing them if there is shortage or excess money.
- Listening to customer complaints and Enquiries and report them to the managers when required.
- Issuing Gate pass to drivers for material transportation purpose.
- Handling purchase of tools and equipment's used for quarry purpose.
- Depositing Cash and Cheque to the Bank.
- Taking financial and stock reports of sister concerns requested by the management.

Professional Accountants

Accountant (Kerala, India)



- Preparing Balance sheet and profit and loss account as per Company needs.
- Checking purchase and sales invoice of the company manually.
- Company visit for audit checking.
- Preparing reports as per company wants instructed by the tax consultant.
- Entering purchase and sales.
- Reconciliation works.

Bachelor of Commerce (B.com) - co-operation.

Calicut University
I-Campus college (Kerala, india).



10th & Plus two

Kerala education board
Focus Islamic English higher
Secondary school.



Computer knowledge

Tally ERP
MS Excel, word, power point
Sap ERP
Peachtree
Quick books

Skill

- Analyzing problem and Solving Skills.
 - Knowledge on Data collection and analysis.
 - Business administration Problem solving skills and Budgeting.
 - Excellent team worker.
 - Able to work in teams and individually.
 - Ability to handle pressure situations and still provide right decisions.
 - Excellent communication skills when writing reports or memos or when speaking in front of a group of people during a presentation.
-

Declaration

I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance I will prove it myself.