

**MOHAMMED NIYAS P**  
**ACCOUNTANT**



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📍 Al Gubaiba bus station, Dubai

Date of Birth : 01/11/1994

Nationality : Indian

Languages Known : English, Hindi & Malayalam

Visa status : Visit Visa Till 08/05/2022

License : INDIAN

Available : Immediately

**Career Synopsis**

Qualified professional Accountant cum Admin with more than 2 years of experience in accounting and Managing entire accounting operations includes: -

▪ **Accounts Receivable:** -Invoicing, payment follow up  
▪ **Accounts Payable:** -Invoice booking, schedule payments & supplier reconciliation  
▪ **Financial Reports:** -Balance sheet, P&L Account, Cash flow statement  
▪ **Purchases:** - Making Quotation, LPO and Inventory.

▪ **Working Experience** RENO ERP and Excel & Tally

**Professional Experience: -**

**BAHAR AL MADINASUPERMARKET LLC Sharjah UAE**

**Designation: \_ Accountant JULY 2019 to SEP 2021**

**Job Profile: -**

- » Accounts payable and Receivable management: - Supplier invoice booking, maintain up-to-date billing system, generate and send out invoices, collect and allocate payments schedule weekly payments .
- » Coordinated with Purchasing to review and verify record-keeping and accuracy of invoices, delivery receipts, Requests for Purchase Orders and other relevant documents.
- » Build strong relationships with vendors and suppliers.
- » Coordinated with Purchasing to review and verify record-keeping and accuracy of invoices, delivery receipts, Requests for Purchase Orders and other relevant documents.
- » Making Quotation and LPO Management and procurement support relate to purchase materials & office suppliers.
- » Monitor customer account details for non-payments, delayed payments and other irregularities.
- » Handling day to day functions relating to Accounts, Banking & Verification of Vouchers.
- » Update, verify and maintain accounting journals and ledgers and other financial records
- » VAT Filing & Refund Process: - Quarterly VAT filing and process refund when applicable.
- » Taking physical inventory once a month to cross check with the monthly inventory report.
- » Performing secretarial and clerical duties such as - typing, minute taking, filing, photocopying, faxing, taking messages;
- » Posting of Invoice and data entries into the systems.
- » Paying company bills and monthly, weekly or daily.
- » Printing monthly financial statements
- » Reconciling processed work by verifying entries and comparing system reports to balances
- » Daily banking activities including deposit and withdrawal of cash from different banks and money exchanges

- » company monthly payroll with bank transfer through WPS system
- » Responsible for on time payment of utility bills (SEWA, Salik ,Etisalat etc..)
- » Making entries of payment into online banking system

***ALL PRO COOPERATE SOLUTION, KERALA India Designation: Auditing and accounts \_ January2017 to December 2018\_1 Year***

***Job Profile: -***

- » Overall responsibility of financial reporting, systems and controls to ensure complete, accurate and timely reporting
- » Update, verify and maintain accounting journals and ledgers and other financial records
- » verify the invoices with actual entry

***DECATHLON INDIA,KERALA Designation: - SALES EXECUTIVE \_TEMPORARY***

***Job Profile: -***

- » Providing reception duties by receiving all in-coming telephone calls and directing call appropriately.
- » Carry out billing, collection and reporting activities according to specific deadlines.
- » Maintaining a clean and orderly warehouse, proper documenting, stocking and tagging of products

**Educational Qualification: -**

**M.B.A (FINANCE & MARKETING)**  
UNIVERSITY OF CALICUT

**B.COM with Computer Application**  
UNIVERSITY OF CALICUT

**Computer Skill: -**

**Tally, MS office, Excel**

Proficient in Computer Application (MS Word, MS PowerPoint, MS Excel Express and can easily adapt to software innovations, Browsing.

**Skill Highlights: -**

Proven experience in Accounts, Purchase and Sales, Handle pressure, Communication, Complex problem solver Decision making, Self-motivation, good computer skill, Team player, Excellent verbal and written communication skills

**Declaration: -**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: **Dubai**

**MOHAMMED NIYAS**

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