



AHMED RIYAS.P.A

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CAREER OBJECTIVES

Attain a challenging career and be an integral part of a professional growth oriented team wherein I can get opportunities to be creative and responsible and utilize my knowledge and skills to build-up a better career position.

WORK EXPERIENCE

1. Dimora Architects Interiors. Kerala, India (July 2021-May 2022)

Designation: **PROCUREMENT ASSISTANT**

Responsibilities.

- Conduct market research pricing trends.
- Evaluate offers from vendors and negotiate for better prices.
- Negotiate the best deal for pricing and supply contracts.
- Track orders and ensure timely delivery.
- Ensure the products and supplies are high quality.
- Maintain and update list of suppliers and their qualifications, potential and delivery times for future development.

2. Diana Jewellery & Watches Doha-Qatar (March 2019-December 2020)

Designation: **ACCOUNTANT**

Responsibilities.

- POS Operations transactions management.
- Preparing daily cash statement, payroll of Branches.
- Reporting stock list & stock report, salary & cash advances, staff attendance details to head office.
- Maintaining cash book, stock book, receipt and payment voucher, other sales related ledgers.
- Managing Cash & petty cash of the branch.
- Payment to suppliers through cash or gold.
- Assisting management for report, auditing, various payment & receipt.

3.CellPark Mobile Phone Trading LLC Ajman UAE (October2015-November 2018).

Designation: **ACCOUNT ASSISTANT**

Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Assist in the processing of balance sheets, income statements and other financial statements.
- Assist with reviewing of expenses, payroll records.
- Prepare and submit weekly, monthly reports.

4.Pardha House Trading Sharjah UAE (September2012- August2015)

Designation: **CASHIER**

Responsibilities

- Registers sales on a cash register.
- Processes return transactions.
- Balances cash of the store at beginning and end of work shift.
- Responsible for inventory reports.
- prepare and submit weekly and monthly reports.

EDUCATION

- **B.com** from Calicut university. (2009-12)
- **PLUS TWO (XII)** from Central Board for Secondary Education (2007-09)
- **SSLC(X)** from Central Board for Secondary Education (2006-07)

IT SKILLS

- Knowledge of Tally & Peachtree
- Office Suite: MS Office (Word/Excel/Power Point)

LANGUAGES KNOWN

English : speak, read and write

Malayalam: speak, read and write

Hindi : speak

PERSONAL DATA

Date of Birth : 11/08/1991

Gender : Male

Nationality : Indian

Driving License : UAE Manual Driving License.

Visa Status : Visit Visa

DECLARATION

I solemnly declare that all the cited things are true to my knowledge and nothing has been concealed or misrepresented by me.

AHMED RIYAS.