

**MUHAMMAD RIYAS**

**ABUDHABHI (U.A.E)**

**HAMDAN**

**00971-562055886**

**[Muhammad.riyaska@gmail.com](mailto:Muhammad.riyaska@gmail.com)**



### **Personal statement**

An extremely motivated and focused accountant with 12 years' experience in financial accounting, procurement and administration. Abroad and comprehensive knowledge of financial procedures and a keen eye for detail leads to fluid and transparent book-keeping and administration in turn client satisfaction. A positive and forward thinking attitude combined with a calm, professional demeanor delivers detailed and accurate accounting and administration.

### **Core skills**

- **Highly experienced in all aspects of financial accounting**
- **Confident communicator**
- **proven track record in identifying financial growth opportunities**
- **Strong knowledge of all major accounting systems**
- **Thrives in a high pressure work environment**
- **Flexible, adaptable and willing to go the extra mile**
- **Highly organized**
- **Attentive to detail**
- **Manages time well**
- **Adaptable**

## Employment history

**Global Clean Interior Cleaning Company 02/01/2020-present**

**UAE-Abu DHABI**

**Designation- Accountant**

### Duties and Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

## **Galva Protec Galvanizing Factory**

**Designation- ACCOUNTANT**

**(01/11/2015-31/12/2019)**

### *Duties and Responsibilities*

- Prepares asset, liability, and capital account entries by compiling and analyzing . account information
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance . sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and Procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.

## **Ansari Gallery (Dubai) - (March 2013 - November 2015)**

**Designation - Cashier cum Accountant**

### **Duties and Responsibilities**

- Great the customer
- Make the cash transaction or credit transaction
- Make detailed sales report
- Helping to identify and rectify accounting anomalies
- Preparing end of month financial reports

## **Sultan Sofrasi Turkish Restaurant**

**(K.S.A) - (01/04/2008 - 31/01/2013)**

**Designation – Accountant**

### **Duties and Responsibilities**

- Prepare purchase order
- Ensure the proper stock level
- Make cash or credit transaction
- Make daily sales report

### **Educational Qualification**

- B.COM - Bachelor of commerce
- Calicut University (2003 -2006)
- Plus two (Science)

G.H.S.S Karupadanna (2001 – 2003 )

- S.S.L.C

G.H.S.S Karupadanna (2001)

### **Computer knowledge**

MS OFFICE, EXEL,TALLY 9.2,ZOHO etc.

### **Personal Details**

Driving license :UAE Valid Driving License

Nationality : Indian

**Marital status** :Married  
**Date of Birth** :08/05/1985  
**Language known** :English, Arabic, Hindi, Malayalam & Turkish  
**Hobbies** : Reading, volunteering ,watching movies

**Visa status** : Employment visa  
**Passport number** : N2951571  
**Date of issue** : 01/05/2016  
**Date of expiry** : 30/04/2026

### References

Please do not hesitate to contact me if you require references from any of my previous employer.