

RIYAS ASHRAF

Kerala, India

Mobile: +97155 4241177

Email: Riyuriyas793@gmail.com



Career Objectives

Intend to build a career in Accounts and Finance with leading corporate of good environment that will help me to explore my skills, knowledge and experience, and to contribute towards the achievement of organizational objectives

Knowledge & Skills

- ✓ Financial Accounting
- ✓ General Ledger
- ✓ Accounts Payable
- ✓ Accounts Receivables
- ✓ Accounting Soft wares Tally ERP9, Super soft
- ✓ MS Office – Excel
- ✓ IT Skills

Academic Qualification

Bachelor of Commerce from Bharathiyar University India.	2019
Plus Two, Kerala Govt	2016

Professional Qualification

- ✓ Higher Diploma in Manual AND Computerized Accounting.
- ✓ SAP FICO

Personal information

Nationality	:	India
Sex	:	Male
Date of Birth	:	17 Nov 1997
Residence location	:	Ayiroor, Malappuram
Languages Known	:	English and Malayalam

Work Experience

Accountant

M/s. Elite marbles

Kerala, India

From May 2020 to July 2021

Responsibilities:-

- ✓ Prepare financial statements of different types of companies on monthly basis
- ✓ Prepare Invoices, Purchase order, Quotations, payment vouchers, Payment certificate, Petty cash Voucher, Receipt Vouchers, cheques etc. and post the required transitions in to the system
- ✓ Petty Cash Handling and maintaining petty cash register
- ✓ Reconcile the supplier statements and process the payment as per the due date
- ✓ Experience in Accounting Software's Super soft, Tally ERP.9

Reference

Up on Request

Declaration

I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.

Sincerely,

Riyas Ashraf

Kerala, India