



**RIYASUDHEEN ABDULLA**

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**MANKHOOL**

**DUBAI-UAE**

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To secure a responsible position in an organization that will enable me to use my strong organizational skills, educational background, and ability to work well with people in the field of Finance/Accounts

#### **SUMMARY OF PROFILE**

- Experienced and result oriented accounting professional having 14 years of experience in the field of accounts and financial reporting.
- Highly proficient and skilled in **ERP Ms Excel, Tally ERP, QuickBooks, and MS Dynamics NAV**

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#### **KEY COMPETENCIES**

- Exposure in Hospitality, F&B, and Restaurant pre-opening.
- MIS reports and payroll preparation.
- Accounts payable and receivable.
- Fixed asset management and calculation of depreciation.

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#### **WORK HISTORY**

##### **FREELANCE ACCOUNTING. JANUARY 2021 TO JULY 2022**

- Independent accounting and audit works in Kerala ,India
- Prepared monthly P&L accounts for various firms.
- Developed and documented Accounting policies and procedures as per the business needs.
- Prepared daily sales reports and supports receipts, checking all control aspects and entering into accounting systems and coordinating with restaurants on documentation and banking assistance.

##### **SENIOR ACCOUNTANT AND HR CLERK HAKAN AGRO HOLDING COMPANY FEB-2018 TO JULY 2020**

- Ensured effective preparation of **Balance sheet and P&L account** for 2 Business outlet.
- Analysed and maintain the general ledger accounts reconciliation
- In charge of Finance and reports for 2 Restaurant outlets.
- In charge for month closing and financial reports and budgeting
- In charge for VAT Filing and payment.

- Verification of end of service benefits at the time of resignation/termination
- Maintained PDC Payables and Cash flow for the business
- Handled Intercompany and Third Party Accounts Payable including Invoice bookings and payment process. Payment Transfer covered more than sixty suppliers for two business units.
- Liaise with operation Department for payment related matters.
- Bank reconciliation and supplier accounts reconciliation.

**ACCOUNTANT**  
**ALABBAR ENERPRISES-RISE LLC (FIVE GUYS BRAND)**  
**JUNE 2014 TO DECEMBER 2017**

- Prepared monthly cost allocations, financial statements and bank reconciliations
- In charge for Accounts payable for various outlets.
- Involved in the preparation of complete annual budgets (P& L, Balance Sheet, Cash Flow and related departmental statements), capital expenditure plans of all branches
- Facilitated and assisted in month end close procedures
- Handled Intercompany and Third Party Accounts Payable including Invoice bookings and payment process. Payment Transfer covered more than sixty suppliers for 3 business units.
- Liaise with Admin & H.R. Department on Employees related matters
- Performing duties in compliance with IFRS, company and department policies and procedures, internal controls requirements

**Accounts Payable Clerk**  
**Zabeel Investments LLC (Dubai International Financial Centre)**  
**From April 2008 May 2014**

- Ensured General Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
- Bank reconciliation and intercompany reconciliation on a monthly basis.
- Dealing with employees out of pocket expenses, processing expense claim and travel advance.
- Preparation of weekly and monthly financial reports for management.
- Accounting of rental income and rental deposit for individual units and reporting thereof.
- Recording the service charge collection into Tally and providing report to Finance Manager
- Correspondence with bank and other financial institutions.
- Verification of documents for Facilities Management to Issue Transfer NOC & Title deed NOC.
- Verification of documents with CRM department to Issue Payments or Debit Notes for non-renewal
- Monitoring customer account details for non-payments, delayed payments and resolve.
- Accounting of rental income and rental deposit for individual units and reporting.

**EDUCATION CREDENTIALS**

- **Bachelor of Commerce:** Calicut University
- **Diploma in Finance:** Ministry of Education UAE.
- **Certificate on Gulf VAT-**International Business Solutions India.
- **Diploma in Professional Accounting:** Institute of Professional Accountants

**PERSONAL DETIALS.**

- Date Of birth : 03-May -1981
- Nationality : Indian
- Marital Status : Married
- Visa status : visit visa.
- Valid License :Yes