



# Muhammad Niyas K P

## ACCOUNTANT EXECUTIVE

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.



niyaskp932@gmail.com



+971509340448



Mutheena, Deira, Dubai

## SKILLS

Knowledge in SAP -  
Business One and  
Sage 50

Knowledge in Tally  
Prime

Accounts Payable

Accounts Receivable

Tax Accounting

Expense Reporting

## LANGUAGES

ENGLISH



HINDI



TAMIL



MALAYALAM



## WORK EXPERIENCE

### ACCOUNTANT EXECUTIVE

#### MALABAR STEEL HOUSE

11/2019 - 11/2021

INDIA

##### JOB DESCRIPTION

- Billed invoices with proper documentation and accurate information for billing.
- Prepared monthly reconciliations and balance sheet accounts.
- Daily management of Accounts Payable and Accounts Receivable Departments.
- Ensure accurate and timely monthly close activities.
- Helped to develop Projected Financial Statements for accessing external finance opportunities.

## CERTIFICATES

Tally ERP 9

QuickBooks

MS Office- Microsoft Excel Global Certificate Holder

PG Diploma in Indian & Foreign Accounting (PGDIFA) from IPA Kerala

## EDUCATION

### Bachelor of Commerce

#### University of Calicut

2016 - 2021

### Plus Two

#### Kerala Board of Higher Secondary

2014 - 2016