

## NIYAS.E.M

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### **Objective**

Seeking a challenging and growth oriented position in an organization where I can Utilize my skills and experience and to be beneficial to the organization and I wish to Attain a suitable position in an esteemed organization.

### **Work Experience**

#### **Fajar Traders . Kannur**

**Accountant (5<sup>th</sup> May 2019 to October 2021)**

##### **Responsibilities Handled**

- Entering expenses and receipts
- Performed administrative tasks, including filing, and reporting.
- Entered purchase and sales of the company on a regular basis
- Maintained a constant and healthy relationship with the clients.
- Check daily cash accounts
- recording of staff salary and incentives
- Efficient in dealing with banking transactions of the company.
- Maintenance of day book and ledgers.

#### **Supreme Battery House. Kannur**

**Accountant (10<sup>th</sup> September 2018 to February 2019)**

##### **Responsibilities Handled**

- Coordinating with branch accounts.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement
- Arrange inventory monthly.
- Posting and allocating daily receipts and payments in accounting systems.
- Pass the entries and verifies the same ensure compliance with financial policies and procedure
- Maintenance of day book and ledgers.
- Check daily cash accounts
- Bank reconciliation follow- up debtors and aged debtors
- Payroll preparation and accounting
- Payables and receivables
- Filing monthly GST return

#### **K.K.Associates Tax Consultant . Kannur**

**Accountant (February 2018 to August 2018)**

##### **Responsibilities Handled**

- Accounts & Records To Maintained Under GST-Stock Register, Input tax credit availed, Output tax payable and paid, Such other particulars as be prescribed

- Posting and allocating daily receipts and payments in accounting systems.
- Pass the entries and verifies the same ensure compliance with financial policies and procedure.
- Maintenance of day book and ledgers..
- Fulfillment of municipal license for the clients. Preparation of payment vouchers, cheques
- Bank reconciliation
- Return Submission-GSTR1,GSTR3B Upload and Submit all return using secured data network.
- Inputs Tax Credit Reconciliation-Match GSTR2A,GSTR2B and GSTR2 to Minimize differences to maximize set of

### **Greens Hyper Market , Kannur - Cashier (May 2015 to January 2017)**

- Manage transactions with customers using cash resistors
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issues receipts, refunds, change or tickets
- Handle Merchandising returns & exchanges

### **EDUCATION QUALIFICATION.**

- Bachelor of Commerce (2014-2017)  
Kannur University – Kannur, Kerala
- Advanced Diploma in Computerised Accounting – (2018-2019)
- Certificate in Computerised Accounting (CDIT)

### **TECHNICAL SKILLS**

- TALLY ERP & TALLY
- QUICK BOOK
- MS OFFICE (Excel, Word, Powerpoint)

### **PERSONALITY TRAITS**

- Ability to execute the ideas effectively
- Good communication skills (oral and written}
- Ability to work with team and as well as independently

### **LANGUAGES**

- ENGLISH
- HINDI
- MALAYALAM

### **PERSONEL DETAILS**

- Date of birth : 19-01-1997
- Nationality : Indian
- Gender : Male
- Religion : Islam

### **VISA STATUS**

- Visiting

### **DECLARATION**

I hereby declare that the above furnished details are true to my knowledge.

