

CURRICULUM VITAE

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ANWAR RIYAS BIN ALI

Mobile: +971 52 300 3422

E-mail: anwarriyas8@gmail.com

EDUCATIONAL LEVEL

- BCOM (vinayaka university)
- HSE

TECHNICAL QUALIFICATION

- MS Office
- Tally

SKILLS & ABILITIES

- Self-confident
- Good command over calculations.
- Leadership and implementation skills
- Innovative thinking
- High adaptability
- Keen observer.
- Quick learner.
- Loyal towards work and duties.
- Can work under stressed condition.
- Good communication skills.

PASSPORT DETAILS

Passport no. : T9582890
Issue date : 01-10-2019
Expiry date : 30-09-2029
Place of issue : Cochin
Visa status : Visit Visa

ADDRESS

SHARJAH- MUWAILAH
- UAE

CAREER OBJECTIVE

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal.

AREAS OF EXPERTISE

- ✓ Coordinating office activities.
- ✓ Fastidious with keen eye for details
- ✓ General Accounting
- ✓ Billing

EMPLOYMENT DETAILS

LASSI SPOT THRISSUR, KERALA, INDIA

Position: Asst. ACCOUNTANT & ADMIN

Duration: AUGUST 2019 to September 2021 (2 Year)

JOB DESCRIPTION

- Manage phone calls and correspondence
- Prepare financial report (income, expense, purchase, sales, inventory, etc).
- Handling all bank transactions.
- Supervising administrative staff and dividing responsibilities to ensure performance
- Petty Cash handling.
- Sales order and purchase order processing (LPO preparing & sending)
- Payroll management
- Handling and writing cheques
- Reconciling finance accounts
- Receiving and processing all invoices, expense forms and requests for Payment
- Reconciliation of Direct Debit mandates
- Coordinating office activities
- Support budgeting and book keeping procedures
- Track stocks of office suppliers and place order when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

PERSONAL

- Always seeking new knowledge.
- Having a non-judgmental attitude.
- Highly motivated to succeed.
- Can work under stressed condition.

LANGUAGES KNOWN

- **English, Malayalam**- Read, Write, Speak.
- **Hindi, Arabic** - Read, Write.

PERSONAL DETAILS

- Date of birth : 01-10-1997
- Sex : MALE
- Marital status : SINGLE
- Religion : Islam
- Nationality : Indian

DECLARATION

I hereby declare that the above furnished particulars are true and correct to the best of my knowledge.

Anwar Riyas Bin Ali