



# RIYAS P R

## ACCOUNTANT

### My Contact

- ✉ riyas.pr12@gmail.com
- ☎ +971-561-422379
- 📍 Dubai, United Arab Emirates

### Hard Skill

- Cash Management
- Evaluation of Day-to-day transaction
- Internal Auditing
- Financial Statement Preparation
- Warehouse Management
- Data Analysis
- Decision Making
- Documentation

### Soft Skill

- Digital Marketing
- Maintaining good interpersonal relationships
- Quick learner of new technology

### Certifications

- Tally ERP9
- SAP FiCo – Sap Education's Program
- SAP MM – Sap Education's Program
- SAP BI – Sap Education's Program
- MS Office (Excel, Word, Powerpoint)
- Peach Tree
- Quick Book

### Languages

- English
- Hindi
- Malayalam

### About Me

To seek a satisfying career, where I can utilize the essential elements of my qualification, experience, personal skills and capabilities in a organization which will offer me a chance to grow and allow me to be of service to the best of my abilities and maximize my potentials to the fullest, which in turn will direct them towards the success of the organization.

### Professional Experience

#### **EXL Corporte Limited | Junior Executive in US Health Project** *Aug 2021 – Apr 2022*

Key responsibilities:

- Maintain Production and Quality Target on each month.
- Mentor support for the new members in the team.
- Maintainin Production report and analysing Quality of the team.
- Providing data required for Clients ON Time.

#### **Three Star Marine Exports | Assistant Accountant**

*Feb 2020 – Apr 2021*

Key responsibilities:

- Day to day business transactions.
- Prepare and maintain Cash, PDC and Petty Cash.
- Maintain LPO, Delivery note, Credit and Debit note, Etc.
- Prepare and maintain account payables and receivables.
- Ensure stock levels in store through the system and monitor with Store Keeper.
- Monitored, recorded, and banked cash and checks as well as reconciled records of bank transactions.

#### **Pass Corporate Service Limited | Assistant Accountant**

*Apr 2019 – Nov 2019*

Key responsibilities:

- Maintain Bank Reconciliation Statement
- Maintain Journal Entry of Sales, Purchase & Exp. Invoices
- Maintain Internal Audit
- Maintain Reconciliation of Debtors & Creditors

### Education Background

- Bachelor of Commerce in Finance and Taxation  
*MG University, Kerala*  
Jul 2016 – Mar 2019
- Diploma in Corporate Accounting and Taxation  
Apr 2019 – Nov 2019