

## NIYAS M

Deira -Dubai

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Visa Status : Visit Visa (Valid until 05/04/2023)



### PROFILE

Enthusiastic and result oriented Finance/ Accounting/I with extensive experience in Finance, and Accounting

Strong Planner & Problem solver, who readily adapts to change, works independently and exceeds expectations.

Executes best Finance, Accounting, HR practices to align the objectives of the organization while maximizing employee potential.

### CAREER OBJECTIVE

Seeking for advancement to develop my potential further in a growth-oriented organization. Wanting challenge and a sense of personal achievement in the field of Finance, Accounting, HR and Management to utilize my skills in a professional manner.

### EXPERIENCES

#### **Accountant**

Kushins Clothing LLP

Kannur, Kerala, India

From MAR-2021 to Sep-2022

#### **TAX Consultant**

S H Associates

Kannur, Kerala, India

From JAN-2020 to FEB 2021

- 📌 Handle Accounts payable & Receivable
- 📌 Handle Billing
- 📌 Ensure invoices are accounted on time, process monthly payables as per policy, follow up and liaise with internal departments for accounting, processing payment within agreed credit terms. Reconciliation of all supplier accounts.
- 📌 Preparing Bank Reconciliation statement.
- 📌 Posting day to day journal entries and balancing the books of accounts.
- 📌 Preparing daily report based on sales for management.
- 📌 Handling daily bank transactions
- 📌 Involved in Physical Stock Taking of stock at periodic intervals Coordinating with the external auditor for annual audit.
- 📌 Systematic Filing of the records and documents. Preparing daily reports and maintaining daily accounts.

## ACADEMIC QUALIFICATION

**Bachelor Of Commerce (B.Com- Course Completed)– Kerala University**

**Higher Secondary**

**Diploma Indian & Foreign Accounting (G-Tech Computer Education)**

## IT SKILLS

- 🇮🇳 Tally. ERP
- 🇮🇳 Microsoft Office (MS Excel Certification)
- 🇮🇳 Microsoft Outlook
- 🇮🇳 Fluent in Operating Computer
- 🇮🇳 Internet (E-mail, Browsing, etc.)

## PERSONAL PROFILE

Sex : Male  
Marital status : Single  
Nationality : Indian  
Date of Birth : 15/05/1995  
Language : English, Malayalam & Ability to read and write in Arabic  
Religion : Islam  
Location : Kannur, Kerala  
Passport no : T 7711594

## REFERENCE

Shall be provided upon request.

## DECLARATION

1. I hereby declare that all the above information provided by me is authentic as per my knowledge.

Date :

Place:

(Signature)