



# MOHAMMED SHIYAS K

## REMITTANCE CASHIER/ CLERK

Highly motivated and detail-oriented individual seeking a Remittance Cashier/Clerk position. Equipped with strong numerical and organizational skills, with a commitment to providing excellent customer service. Demonstrates integrity, accuracy, and reliability in handling cash transactions and processing remittances. Eager to contribute to a team and support efficient financial operations.

## WORK EXPERIENCE

### Accountant

Amana Best Laid Society

May 2022-Jun 2024

- Managed full-cycle accounting functions including accounts payable, accounts receivable, and general ledger.
- Prepared accurate financial statements and reports to ensure compliance with regulatory standards.
- Conducted monthly reconciliations of bank and credit card statements to maintain financial accuracy.
- Implemented process improvements that increased efficiency and accuracy in financial reporting.
- Coordinated audits and liaised with external auditors to ensure smooth and compliant audit processes.

### Accounting Executive

Stepping Stone Accounting Consultancy

Nov 2021-Jul 2022

- Oversaw and directed all accounting operations, including financial reporting, budgeting, and cash flow management.
- Developed and implemented accounting policies and procedures to enhance operational efficiency and compliance.
- Collaborated with senior management to develop financial strategies and forecasts that aligned with business goals.

## KEY RESPONSIBILITIES

- Led and managed financial audits and controls within the organization.
- Generated and presented reports to management for strategic planning and decision-making.
- Implemented tax strategies to ensure maximum profitability of the company.
- Performed reconciliations, financial analysis and reporting, budget planning, and cash flow forecasting.

## CERTIFICATIONS

### Diploma in Indian & Foreign Accounting

IPA 2022

## CONTACT

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## EDUCATION

### Diploma in Indian & Foreign Accounting

IPA  
2022

- Specialized in Indian and international accounting standards, financial regulations, and reporting.

### BA Public Administration

Calicut university Bachelor of Arts  
2021

## TECHNICAL SKILLS

- MS Office
- QuickBooks
- SAP(B.ONE)
- Tally
- Sage 50Desktop version
- Gulf VAT&GST (INDIA)

## FUNCTIONAL SKILLS

- Excellent analytical ability
- Strong attention to detail
- Superior problem-solving skills
- Solid leadership qualities
- Proficiency in managing financial data

## LANGUAGES

- English
- Malayalam