

MUHAMMAD RIYAS P K

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PERSONAL PROFILE

Resume for a career in Accounts or Financial services

As a graduate, interest lie in a career path with heavy hazardous duties and responsibilities. Highly astute, energetic and team spirited with a strong work ethic able to fill numerous financial and accounting roles. Accurate, precise, and highly ethical in all work related assignments - able to immediately contribute to organisational goals and objecitves. Fast learner with high energy and a drive to exceed expectations.

AREAS OF EXCELLENCE

- Accounts Payable and Accounts Receivable.
- Financial Reporting/Month end Reporting.
- Cash, Bank, BRS & journal entries.
- Financial statement preparation.
- General Accounting.
- Inventory Management.
- Vendor negotiation & management.
- Invoices/Expenses/Payment process.

CORE COMPETENCIES

- Over **Nine** years of experience in accounts.
- Possess strong communication, interpersonal, time-management, analytical, organizational and supervision skills.
- Effectively analyze situation and provide innovative solutions.
- Exposure in Tally ERP 9, MS-excel and MS-word.
- Ability to work independently and work well with others.
- Ability to network and maintain strong working relationships with customers and suppliers
- Enthusiastic, creative and willingness to assume increased responsibility.

ACADEMIC PROFILE

Class	University/Board	Year	%Earned
BA Economics	Calicut University	2007-10	51%
Plus Two	Kerala Higher Secondary Education	2005-07	64%
Xth	Kerala State Education Board	2004-05	63%

TECHNICAL PROFILE

Windows XP, MS Office, MS excel

EX Accounting, Tally Accounting , DCFA (Diploma In Computerized Financial Accounting)

PROFESSIONAL EXPERIENCE

Since June 2013 to till date

M/S NAKHEEL AL HUDA DATES FACTORY.,Dammam,KSA as Senior Accountant

NAKHEEL AL HUDA DATES FACTORY. is the leading dates trading company in Saudi Arabia, mainly dealing in packaged dates and its value added products under the brand name of 'AL HUDA'.

Responsibilities:

- Supervision of day to day Accounts operations like cash, bank, expenses, purchase sales.
- Reconciliation of Creditors, Debtors and Bank Statement.
- Handling sales follow up and monitoring of accounts receivable
- Checking of bills as per sales order/price list and ensure proper dispatch of invoices and documents to customers and its records in books of accounts.
- Prepare Final accounts (Quarterly & Annually).
- Preparation of Projected Cash flow, Actual Cash Flow and variance analysis.
- Daily follow-up of collections and reporting to management along with statement for Projection of collection for next fortnight.
- Prepare MIS reports as required by the management like budget vs. actual statements, Monthly/Weekly report of sales/collection, debtors creditors aging report etc.
- Check the purchase order raised with the quotation approved.
- Variance Vs Budget and Forecast analysis. Product costing, Sales price fixation, Job card verification, cash budget, material costing etc.
- Maintenance of Delivery papers of item sold with receipt from debtor.
- Payment to suppliers in cash / Cheque/NEFT/RTGS and updating books of accounts.
- Review vendor activity to ensure all monthly invoices have been received and processed
- Proper accounting of advances to vendor and adjustment from purchase invoices subsequently
- Assist in year-end closing and audits.
- Maintenance of Fixed Asset registers and Inventory management
- Verifies and reconciles accounts, such as petty cash, cash clearing, and expenses statement.
- Facilitate and complete monthly close procedures.

Since Nov 2010 to Dec 2011

KARVY INSURANCE BROKING LTD as CRE (Customer Relation Executive)

KARVY INSURANCE BROKING LTD mainly Deals With Insurance and Stock Broking. It is the leading broking Company in India and it's branch located in various states in India.

Responsibilities:

- **Handling Daily Coming Customer ,Invited by Tele callers**
- **Explain, Recognizes and Convince the customer about product**
- **Collect Premium From Customer**
- **Prepare Monthly Sales Report**
- **Keep Strong Communication With Customer**

PERSONAL DETAILS

FATHER'S NAME : YOUSEFF V

DATE OF BIRTH : 06/06/1990

SEX : MALE

MARITAL STATUS : MARRIED

NATIONALITY : INDIA

LINGUISTIC ABILITY

TO SPEAK : ENGLISH, ARBIC, HINDI, MALAYALAM AND TAMIL.

TO WRITE : ENGLISH, ARABIC.HINDI AND MALAYALAM

PASSPORT NUMBER : U0841515

CONTACT NUMBER : 00966 - 564146007 (KSA)

DECLARATION

I AFFIRM THAT THE INFORMATION FURNISHED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THANKS & REGARDS,

MUHAMMAD RIYAS P K