

**NIYAD THAZHATHETHIL**  
**SENIOR ACCOUNTANT**  
**DUBAI - UAE**  
**Mob: +971 55 823 7398**  
**Email: niyadt@gmail.com**



---

### Professional Summary

Multifaceted professional with overall 10+ years of experience, worked in domain of luxury retail Gold & Diamond Jewellery, manufacturing and trading industries.

---

### Technical Skills

- Hand of experience – Microsoft D365&Retail Store Commerce, Microsoft Dynamics AX 2012, ZAP BI Tool, Comrade ERP, CPS (Manufacturing Software), Tally ERP 9.0 and Peachtree.
- Well verse with MS office and advanced excel skill.
- **ERP – Played a vital role in implementing Microsoft Dynamics 365.**
- Computer hardware and networking (MCA certified).

---

### Employment History

***Pure Gold Jewellers LLC, Dubai-UAE (April 2017 – November 2024)***  
**Senior Accountant**



- Accounting purchase and maintaining stock of Gold & Diamond Jewellery, Watches & Sunglasses on regular and consignment basis.
- Taking care of the complete purchase process including item and attribute creation, assigning product hierarchy to the items in ERP D365.
- Costing of Gold & Diamond Jewellery, watches, sunglasses and Duty Free.
- Price Revaluation & Devaluation, Markup computation and GP working.
- General Ledger and Inventory reconciliation (Regular, Consignment).
- Trade supplier payment (Regular and Consignment) coordination and preparation.
- Collecting supplier complete KYS documents and verifying for AML purpose.
- Taking care of intercompany purchase, sales and stock transactions.
- Group Sales and GP comparison on a daily basis & Sales reconciliation.
- Online Bank Payment Process & Bank reconciliation (UAE & Overseas banks).
- Preparing VAT summary and submitting to manager for VAT return and VAT accounting in ERP.
- Processing shipment accounting and stock transferring overseas.
- Processing group sales incentive calculation monthly.
- Assisting external and internal audit by providing related documents, supporting, and attending with valid explanation.
- ERP D365 Finance, SCM and Retail go live support for staff.
- Coordinate with ERP technical team for process customization and testing.
- Prepare monthly sales & stock analysis report, Consignment and Duty-free report, Month end financial MIS report.

***Mega Carpets Factory LLC, Dubai-UAE (June 2015 - March 2017)***  
**General Accountant**



- Preparing monthly management accounts and presenting to finance manager for review.
- Review and pass accounting entries on day-to-day basis.
- Keep track of petty cash accounts & preparing monthly petty cash reconciliation.
- Creating sales invoice as per sales order and packing list (Export and Local sales).

- Recording the Purchases transaction as per GRN and creating LPO as per purchase requisite.
- Preparing monthly bank reconciliation statement (Both USD and AED A/c) and handling postdated cheques.
- Performed accounts payable and accounts receivable functions (AR & AP), releasing approved fund, through wire transfer (TT) and postdated cheques.
- Preparing aging report for customers and suppliers on a regular basis.
- Preparation of production report of carpets daily and monthly.
- Updating daily inventory statement and preparing monthly stock report.
- Updating daily branches reports and preparing monthly branches report (GCC) and presenting to Finance Manager and Managing Director.
- Knowledge about employees payroll and WPS method.

***Malabar Gold Pvt Ltd, Mumbai-India (August 2013 - February 2015)***  
**Accountant**



- Preparation of bank payments & transfers (NEFT, RTGS)
- Preparation of bank reconciliation statements
- Preparation of daily and monthly reports
- Preparation of debtors and creditors ledger reconciliation
- Handling manual stock registers
- Responsible for recording all month end closing entries including provision entries
- Data entry of sales and purchases
- Preparation of sales incentives, over time and special incentives
- Daily cash and stock tally at closing time
- Responsible for verifying and processing Payroll thru HRMS system. Preparation of leave salary & final settlements.

***Steel India, Kerala-India (April 2012 - July 2013)***  
**Accountant**

***Reem Pharmaceutical Distributors, Kerala-India (July 2006 – Dec 2007)***  
**Accountant**

**Education / Qualifications**

---

***Bachelor of commerce (B.com) 2009 – 2012***  
 University of Calicut, Kerala-India

**Personal Details**

---

Date of Birth	: 05-12-1987
Sex	: Male
Marital Status	: Married
Nationality	: Indian
Religion	: Islam
Languages Known	: English, Hindi, Malayalam, and Arabic (Read and Write)
Passport Details	: No. T5318466
Visa Status	: Employment
Driving License	: Light Vehicle – UAE
Availability	: Immediate Joining

