

MOHAMMED RIYAS . A



Contact

@ Riyazshaan7@gmail.com

+91-9809384416

Palakkad ,Kerala

Personal Details

Date of Birth : 21/12/1995

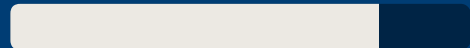
Marital Status : Single

Nationality : Indian

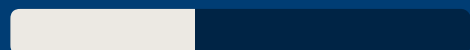
Religion : Islam

Languages

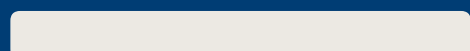
ENGLISH 80%



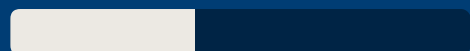
ARABIC 40%



MALAYALAM 100%



TAMIL 40%



Skills

TALLY ERP 09 ●●●●●

M S WORD ●●●●●

M S EXCEL ●●●●○

M S POWER POINT ●●●●○

PEACHTREE ●●○○○

QUICK BOOK ●●○○○

OBJECTIVE

I seek challenging opportunities where i can fully use my skills for the success of the organization.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

AMEEN TRADERS , Kerala -India

1/11/2018

- Present

Distributor of LAVA INTERNATIONAL MOBILE

- Managing and distributing information within an office.
- Preparing and keeping of books , invoice and sales order.
- Performed as a back office clerk.
- Preparing as payments by verifying documents and requesting and disbursement.
- Preparing accounting books and reconciliation of banks.
- Preparing of invoice and sales order.
- Daily posting of voucher entries (Receipt and payment)
- Preparing a cash bill entries to the customers.

EDUCATIONAL QUALIFICATIONS

Bachelor of commerce

Bharathier University

2015-

2018

Commerce

Broad of Higher Secondary Examination

2011 -

2012

S S L C

Kerala State Education Broad

2010 -

2011

OTHER QUALIFICATIONS

D I F A (Diploma In Indian And Foreign Accounting) from G-TEC

Computer educational Institute Palakkad.

PASSPORT DETAILS

Passport no - T882969

Date of issue - 12/09/2019

Date of expiry - 11/09/2029

Place of issue - cochin

