

Mobile No: +91 9895066778

Email: [riyaz1987@gmail.com](mailto:riyaz1987@gmail.com)

Vellayani JN, TVM

MOHAMMED RIYAZ M

Executive Finance Officer

I would like to introduce myself as a highly motivated candidate, capable to changing environments and wishing to actively contribute to the success and development of the company, thereby exceling my future prospect.

WORK EXPERIENCE

* **Accounts assistant at City King Hotel LLC***Dubai, Deira 2009 to 2012*
* *Review hotel activities and ensure appropriate record keeping.*
* *Liaise with department heads to ensure productivity, effective control and procedures.*
* *Negotiate and manage contracts with outside vendors*
* *Oversee accounts payable, processing accounts receivable, payments & liaising with debtors.*
* *Compile internal reporting for hotel.*
* **Accountant at ITC Shipping LLC***Dubai, Deira 2012 to 2015*
* **Accountant at Vanchinad TVS***Muttathara 2016 to 2017*
* **Accounts Manager at Hilton Autos (Yamaha)***Kesavadasapuram 2017 to 2018*
* **Sr. Accountant at Sivaji Autos (Yamaha)***Kaimanam 2018 to current present*
* *Oversee accounts payable, processing accounts receivable, payments & liaising with debtors.*
* *Bank reconciliation*
* *Vehicle allocations*
* *Stock, Market trend analysis with data base.*
* *Manage all accounting transactions*
* *Handle monthly, quarterly and annual closings (Sales and stock)*
* *taxes and prepare GST returns, TDS*
* *Manage balance sheets and profit/loss statements*

QUALIFICATION

* **SSLC,** from board of public Examination, Govt. of Kerala, India
* **Plus two**, from board of public Examination, Govt. of Kerala, India
* **Hotel Management,** Kerala institute of management studies.
* **B.com** Annamalai university
* **Accounting Academy,** PMG Trivandrum Kerala.

LANGUAGES KNOWN

* English, Tamil & Malayalam

SKILLS

**Self-Motivation**

**Tally ERP**

**Excel**

**Photoshop**

**Decision Making**

**Negotiation**

**MS Office**

**Creative Thinking**

**Clerical Knowledge**

**Internet & Emailing**

**Reporting**

EXPERENCE

* Work experience as an Accountant
* Work experience as an Accountant in Tally
* Advanced MS Excel skills including Vlookups and pivot tables
* Experience with general ledger functions
* Strong attention to detail and good analytical skills

PERSONAL DETAILS

* Date of Birth : 30th Aug 1987
* Nationality : Indian
* Marital Status : Married
* Driving License : Yes

*Reference: Can be provide on request.*