



RIJAS TP

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Visa Status –Job Visa Dubai

PROFESSIONAL SUMMARY

Experienced General Ledger Accountant, AP, AR, FA and working experience with ERP

SKILLS

- Microsoft Dynamics AX
- MS Office
- Basic Computer Knowledge and well versed with Computer Applications and Software
- Ability to learn any industry-based application based quickly

LANGUAGES KNOWN

- English (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- Malayalam (Read, Write, Speak)
- Tamil (Speak)
- Arabic (Read, Write)

PERSONAL DETAILS

- DOB: 27-01-1991
- Religion: Islam
- Nationality: Indian
- Passport No.: N9616255

CAREER OBJECTIVE

Seeking a sound position in Accounts & Finance department with an organization of repute

EDUCATION

Bangalore University

MBA (FINANCE & HR)

Calicut University

Bachelor of Commerce

Government Higher Secondary School Kaniyambetta

Higher Secondary Examination

Government Higher Secondary School Kaniyambetta

Secondary School Leaving certificate

WORK EXPERIENCE

ASTER DM HEALTHCARE LLC - EXECUTIVE – FINANCE & ACCOUNTS

From 01.05.2017

Key Roles

- **Consolidate Daily Collection Report (DCR)-UAE Clinics.**
- **Bank Book updating and Reconciliation of UAE Clinics.**
- **Corporate Credit card management.**
- **Utility and Communication Booking and Payment.**
- **Variance Analysis Report for Electricity, & Communication.**
- **Preparation VAT file in line with UAE VAT Rule for Quarterly Return with FTA.**
- **Purchase Verification and Posting.**
- **Monthly and Yearly Purchase Report.**
- **Material Consumption Analysis**
- **Vendor Reconciliation and Payment.**
- **General Payment.**
- **Petty Cash Management.**
- **Store Sales Report.**
- **Fixed Asset Management.**

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- **Conducting Clinic Inventory Audit.**
- **Quarterly and Yearly Audit Support.**

Noor Al Shefa Clinics & Pharmacy (Sister Concern of Aster DM Healthcare LLC).

- **Maintaining All General expenses and Payments of Noor Al Shefa Clinics and Pharmacies.**
- **Petty cash Management.**
- **Assist on MIS Preparation.**

MINAR GOLD PVT LTD–KANHANGAD, KERALA - ACCOUNTS OFFICER

01.04.2013–31.07.2016

Key Roles

- **Ensuring posting is complete for all the expense in timely manner and maintaining up-to-date financial transaction**
- **Preparation of Bank Reconciliation statement of different branches**
- **Reporting the overall revenue, expenditure and the sales data on a monthly basis**
- **Managing the stocks and placing the order to the suppliers**
- **Reconciliation Supplier SOA with ledger and payment**
- **Prepare and Submit of Income statement and Balance sheet**
- **Petty Cash management**

I, **RIJAS T P** hereby declare that the information furnished above is true to the best of my knowledge and belief.