

## **CURRICULUM VITAE**

**Riyas Ahamed Abdul Jabbar**

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United Arab Emirates

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**Objective: I aspire to offer professional service to the organization with the highest standard of service, to acquire a challenging position in the field of Accounts, where I can meet challenges and maintain excellent services through my academic knowledge, work experience and strong capabilities and exposure to new experiences.**

### **History of Professional Experience**

**A, Worked as an Accountant for 7 years in Al Noor Training Centre for Persons with Disabilities (Non-Profit Organization) – Al Barsha - Dubai – United Arab Emirates.**

**Work period from April 18<sup>th</sup> 2011 to July 5<sup>th</sup> 2018.**

### **Roles & Responsibilities**

**1, Responsible for the custody and disbursement of petty cash and to maintain proper records of the same.**

**2, Obtain statement of account from Suppliers, Service providers & reconcile with our statement of account & resolve with concerned parties if any discrepancies.**

**3, Timely Settlement of payables to suppliers to ensure that services offered to the Centre are not disrupted. Record and monitor all bills payable. Ensure settlement of payables after verification of payment vouchers by Finance Manager and approval by the Director. Prepares, analyzes and implements payroll transactions on a timely manner on the basis of report which issued from Human Resource Dept.**

**4, Prepare Bank Reconciliation Statement on daily basis.**

**5, Liaise with Insurance Company for insurance of premise, vehicles & Staff Insurance.**

**A, To obtain insurance policies applicable for various requirements of the Centre.**

**B, To track renewals and claims with the respective vendor.**

**6, Assist the Finance Manager in planning and formulating the annual budget.**

**7, Liaise with bank relationship manager in case of Cheque returned, Delay of online payment, staff salaries, renewal of fixed deposit, Bank overdraft facility, obtain bank confirmation as per audit requirement.**

**8, Prepare MIS reports such as Receivable & Payable Report, Income & Expenditure report, Cash Flow Statement, Bank reconciliation Statement, Petty Cash Report. Budget vs Actual Report.**

**9, Responsible for all receivables - invoices and fees**

- Follow up settlement of receivables, send reminders if failed to pay
- Issue receipts.
- Liaise with concerned parties for collection of payments

**10, Responsible & Maintain bank remittances of all receipts - manual filing as well as records on the system.**

**11, Maintain an asset register, monitor and record a physical check of all assets annually.**

**12, Assist the Finance Manager, as and when necessary.**

**13, Ensure accurate data entry in the accounting software.**

**14, Take part in Annual financial audit & ISO audit.**

**15, Handle purchasing including dealing and negotiating with suppliers, preparation and issue of purchase orders, etc.**

**B, Worked as an Assistant Accountant (Receivables & Payables) & Sales Coordinator in Ideal Holding Fze (Sister concern of Tradeways International Fze) – Sharjah - United Arab Emirates  
Work period from Jan 2<sup>nd</sup> 2009 to 11<sup>th</sup> Nov 2010.**

#### **Roles & Responsibilities**

**1, Responsible for the custody and disbursement of petty cash and to maintain proper records of the same.**

**2, Stock maintenance & Custom Clearance.**

**3, Collaborate with accounting team to prepare financial status and analysis sales reports, management reports related to accounts payable and receivables for Manager.**

**4, Responsible & Maintain bank remittances of all receipts - manual filing as well as records on the system.**

**5, Prepare quotation, purchase order, raise invoice & other clerical jobs.**

**6, Arrange delivery as per LPO & liaise with concerned parties for collection of payments.**

**C, Worked as apprentice in Audit firm (Auditor Mr. Elangovan) – India.  
Training period from Jan 1<sup>st</sup> 2008 to June 30<sup>th</sup> 2008.**

**Educational Qualification:-**

❖ B.Com (2004 – 2007) -The New College (Affiliated to Madras University) – Chennai – Tamil Nadu – India.

❖ Diploma in Computer Application – D.C. L Computer Education – 2008.

❖ Tally 9.0 in Apollo Computer education – 2008

**Software Skills:-**

1, E- Promis (ERP)

2, Ms Office

**Personal Information:-**

Name : Riyas Ahamed Abdul Jabbar  
Date of birth : 12-3-1987  
Gender : Male  
Marital Status : Married  
Religion : Islam  
Nationality : Indian  
Languages Known : English, Tamil, and Malayalam.  
Residence Address : 32, L.F.Road, Thiruvarur District, Kodavasal  
Tamil Nadu,India – 612 601

**U.A.E Driving License Details:-**

License No. : 1783762  
Issue Date : 25/04/2012  
Expiry Date : 25/04/2022  
Place of Issue : Dubai  
Permitted Vehicles : Light Vehicle (Both Automatic & Manual)

**Passport & Visa Details:-**

Passport No : R7708100  
Validity : 10/05/2027  
Visa Status : Visit (Valid till 10<sup>th</sup> Mar 2019)

I hereby declared the above furnished information's are true to the best of my knowledge.

Yours Faithfully

A. Riyas Ahamed