

CURRICULUM VITAE

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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, Working as **Part time Accountant** on Visit Visa in **Art Square General Trading** (Nature of Business:- Stationery & Office Supplies) Bur Dubai – Dubai – United Arab Emirates – Work Period from 1st Mar 2019 to till date.

B, Worked 4 years as **General Accountant cum Head Cashier** & 3 years as **Junior Accountant cum Cashier** in **Al Noor Training Centre** (Nature of Business:- School, FMCG, Facility & Sports Equipment Rental Management, Fund Raising Event Management) – Al Barsha 1 - Dubai – United Arab Emirates. Work period from April 17th 2011 to July 5th 2018.

Roles & Responsibilities

1, Cash Management:-

A, Receive payment by Cash, Cheques, Credit Card, Online & issue receipt for the same.

B, As Head Cashier, verify receipt & collect the payments from Shopkeepers & Salesman on daily basis.

C, Deposit the Cash, Cheques to the bank on daily basis & submit the bank reconciliation report, day book report on weekly basis.

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

2, Payable Management:-

A, Timely Settlement of payable to suppliers to ensure that services offered to the Company are not disrupted.

B, Ensure settlement of payables after verification of payment vouchers by Finance Manager and approval by the Director.

C, Compute VAT & submit on quarterly basis.

3, Payroll Management:- Prepares and implements payroll transactions on a timely manner on the basis of report which issued by Human Resource Dept.

4, Receivable Management & Credit Control:-

A, Follow up with parents with reference of statement of account by phone, gentle mail reminders, First & Final Reminders. Discuss with parents who facing difficulties to pay and arrange meeting with management.

B, Timely raise invoice and submit it to clients. Send Reminders with reference of statement of account if failed to pay as per credit terms. Post credit notes in the system, accurate allocation against invoices in case of returned of goods or service termination.

C, Downsize the receivable which improves cash flows as per target agreement and performance appraisal which assigned by Finance Manager.

D, Review all credit policies & procedures, recommend changes to Finance Manager. Resolve queries both internally and externally around outstanding invoices.

E, Responsible for all transactions and letter of credit which related to exports of product lines of the company. Co-ordinates clearing and forwarding of all exports for the company.

5, Preferred Vendor Management:-

A, Handle purchasing including dealing and negotiating with suppliers, preparation and issue of purchase orders.

B, Get Quote from various suppliers & analyze the variances & comparison of price, delivery, credit terms as per ISO policy & forward it to management for approval.

6, Asset & Inventory Management:-

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

B, Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.

7, Reporting, Audit & Bank Coordination:-

A, Assist the Finance Manager (Reporting Staff) in planning and formulating the annual budget and audit. Assist the Finance Manager, as and when necessary. Take part in Annual financial audit.

B, 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.

C, Provide MIS reports (Income & Expenditure Account, Cash Flow Statement, Cash Projection Statement, Debtors Statement, Budget vs Actual, Analyze Report, Supplier Reconciliation Report) on timely to the Finance Manager on monthly basis or whenever requested.

C, Worked 2 years as **Assistant Accountant cum Sales Coordinator** in Ideal Holding Fze (Nature of Business: - Garments Trading, Hotel Supplies & Manufacturing of Staff Uniforms) – SAIF Zone - Sharjah - United Arab Emirates. Work period from Jan 2nd 2009 to 11th Nov 2010.

Roles & Responsibilities

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

2, Inventory Control & Logistics. Prepare quotation, purchase order, raise invoice, Letter of Credit & post the vouchers in Software. Arrange delivery as per LPO & liaise with concerned parties for collection of payments.

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.

D, Worked as **Apprentice** in Audit firm (Auditor Mr. Elangovan) – India. Training period from Jan 1st 2008 to June 30th 2008.

Educational Qualification:-

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

Software Skills:- 1, E- Promis (ERP) 2, Tally 9.0 (ERP) 3, 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, Hindi, Tamil, and Malayalam.

Holder of U.A.E Driving License (Light Vehicle)

Issue Date: 25/04/2012, Expiry Date: 25/04/2022

VISA Details:- Visa Type:- Visit (Valid till Feb 15th 2020)

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

Yours Faithfully

A.Riyas Ahamed