

NIYAS RAHMAN

ACCOUNTANT

RAS AL KHAIMAH

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PROFILE

I am a Graduate in Bachelor of Commerce specialized in Co-operation with experience of 2 years in accounting Works with CA Vipinraj & Co, Chartered Accounts, seeking to leverage my educational background in conjunction with experience at leading organizations.

PERSONAL DETAILS

Date of Birth : 30/06/1999

Sex : Male

Nationality : Indian

Marital Status : Single

Passport No. : W1251557

Visa Status : Visit Visa

LANGUAGES PROFICIENCY

English - Read, Write, Speak

Malayalam - Read, Write, Speak

Hindi - Read, Write, Speak

Arabic: Read, Write

ADDRESS

Kundumpurath (H), Kuruambalam Post,
Kuruvambalam, Malappuram,
Kerala, India- 679338.

CONTACT

Mob no: +971 569808401

LinkedIn:

<https://www.linkedin.com/in/niyas-rahman-426b3a267>

HOBBIES

Listening to music, watching movies,
Traveling, Driving, Riding, Swimming

REFERENCE

Nidhin Babu K V

(Branch Head, CA Vipinraj & Co)

+91 9809939869

nidhinkvnarayan@gmail.com

WORK EXPERIENCE

Two years of experience in Accounting and Auditing (June 2021-May 2023)

CA VIPINRAJ & CO CHARTERED ACCOUNTS, CALICUT, INDIA.

- Accounting works, GST filling, Accounts finalization and assistance in Internal Audit of Bank, Companies & statutory Audits.
- GST FILLING (GST Registrations and return filing)
- Income Tax Return filing.
- Journal Entries, General Ledger,Accounts Receivables & Payables, Bank Reconciliation.

EDUCATION

- B.COM CO-OPERATION, University of Calicut (2018-2021)

COMPUTER LITERACY

- SAP (R/3) - Finance & Controlling
Consultant Level & End-user Level.
- Certificate in International Financial Accounting
Software: Tally ERP 9, Peachtree, Quick Books, MYOB
- Office Automation
Software: MS Excel, Word, Power point, Outlook

SKILLS

- Self-motivation and commitment in order to combine study while working.
- Organizing and Time management skills.
- IT proficiency (MS Office and other Internet Applications).
- Strong analytical and problem-solving skills.
- Leadership qualities and effective Team working skills
- Motivation and Initiative
- Integrity and Trustworthiness.

CAPABILITIES

- Maintain accounting records and prepare accounts and management information for businesses (accountancy)
- Prepare financial statements, including monthly and annual accounts
- Manage financial systems and budgets
- Undertake financial audits (an independent check of an organizations financial position)
- Liaise with clients (individuals or businesses) and provide financial information and advice
- Review the company's systems and analyze risk
- Manage junior colleagues