



MUHAMMAD RIYAS.R

Accounting Executive
And Billing Executive

CONTACT

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OBJECTIVE

Seeking a position as an accounting executive and billing executive where extensive experience will be further developed and utilized

PERSONAL DETAILS

Father's Name : Raheem.s
Date of Birth : 07-03-2001
Gender : Male
Religion : Muslim
Marital Status : Single
Nationality : Indian
UAE driving license: No
Languages : English,
Malayalam

PASSPORT DETAILS

Date of Issue : 15-09-2020
Date of Expiry: 14-09-2030
Place of Issue : Trivandrum

EDUCATION

- **ITI in Automobile Engineering** from State Board Of Technical Education, Kerala (2018-2020)
- **Plus Two in Humanities** from Board of Higher Secondary Examinations, Kerala (2016-2018), School: V.V.H.S, Poredam, Kollam, Kerala.
- **SSLC** from Kerala Board Of Examination (2016), School :V.V.H.S, Poredam, Kollam, Kerala

Other Courses

- **Tally** certified from authorized Tally training center.
- **MS Office** certified from authorized training center.

WORK EXPERIENCE

- **Billing and Sales**
Period (2 months)
Hardware And Building Materials Shop in UAE
- **Billing Executive**
Period (01.12.2021 to 24.05.2022)
Food Garage Restaurant, Ayoor, Kollam, Kerala, India

Job Profile

- Develop, implement, modify, and document record keeping an accounting system, making use of current computer technology.
- Maintaining daily stock, sale, purchase etc.
- Maintaining daily transactions using excel spreadsheets.
- Prepare financial statements and other financial reports to access accuracy completeness, and conformance to reporting and procedure standards.
- Analyze business operations, costs, revenue, financial commitment obligations, the project future revenues and expenses or to provide advice.
- Develop, maintain, and analyze budgets, preparing periodic report that compare budgeted cost to actual cost.
- Tracked cash receipts and petty cash expenditures and prepared daily cash deposits.
- Managing all the inventory, and making new orders.

SKILLS

- MS Office
- Tally

