



Contact



Phone

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Email

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Address

building no.01, street 01, discovery garden, UAE

Language

English



Hindi



Malayalam



Kannada



Certifications

- Received best performer award
- Received Top Gun Award

Education

Bachelor's of Commerce
2013-2016

Personal Detials

Dob : 23-08-1994
Nationality: Indian
Marital Status : Single
Visa Status : Visit Visa
Passport No : N8228803

MOHAMMED RIYAS M

ACCOUNTANT

About Me

To secure challenging position in an Organization that arrives to deliver quality work and provide a challenging work environment and enormous opportunities for growth. Where I can apply my skill and experience for the development of organization while fulfilling my career goal.

Experience

- Gulf City Fire Fighting And Safety Equipment Installation L.L.C, UAE**

2022-2023

ACCOUNTANT

- Ensures all transactions comply with accounting principles as well as internal procedure of the company posting purchase and sale.
- Collaborate with Financial manager and other team members to succeeefully execute various accounting tasks.
- Maintain company ledgers and daily Financial transaction.
- Create financial documents such as bills, invoices,pay-order, payables, receivable and purchase orders.
- Verify payment and deposit made through the company account and coordinate with the bank.
- Manage payroll activities and realease salaries.
- Create daily reports for the management and team members.

- Hinduja Global Solution Limited (HGS) Bangalore, India**

2018-2022

CLAIM SPECIALISTS

- Processed claims accurately and timely.
- Entered recorded, and tracked data entry claims.
- Researched and resolved claim payment related issues involving members specific information.
- Performed data entry of claims Into an electric claiming system.
- Responsible for the resolution of escalated customer issues.
- Analyzed claim data for accuracy to determine the next step in the payment process.
- Approved medical claim for payment and forwarded in to the correct insurance providers.
- Worked in the Aetna project from April 2018 to May 2022.

Skills

- Good interpersonal communication skills. Basic PC knowledge.
- Ability to work independently and as part of a team
- Proficiency in accounting software and MS Office, particularly Excel including Vlookups and pivot table.
- Customer satisfaction-oriented