



# MUHAMMED RIYAS CP

## PROFILE SUMMARY

Experienced Accountant with a strong background in financial management and data entry. Proficient in using Tally, ACC ERP, Microsoft Word, and Excel for billing, payments, ledger creation, GST, stock reports, and comprehensive data organization. Proven track record of managing cash transactions and providing accurate, efficient services.

## WORK EXPERIENCE

- **Accountant | Sep 2023 – Present**  
**HALA FOODSTUFF TRADING, UAE – FUJAIRA**
  - Managed van sales by counting products, providing stock, and transferring data into the system using Tally and ACC ERP.
  - Prepared and processed billing, payments, and purchases, ensuring accurate financial transactions and records.
  - Generated detailed stock reports to track inventory levels and maintain accurate stock records.
  - Utilized Microsoft Word and Excel for various accounting tasks, including documentation and report generation.
- **Assistant Accountant | Aug 2022 – Sept 2023**  
**AM HONDA KERALA, INDIA**
  - Utilized Tally software for billing, payments, ledger creation, GST management, stock reports, and stock creation.
  - Created and maintained monthly sales reports for employees using Microsoft Excel.
  - Generated comprehensive customer reports in Excel to track and analyze sales and service data
- **Cashier cum Data Entry | Mar 2020 – Jul 2022**  
**EKART LOGISTICS, KERALA, INDIA**
  - Transferred data from hard copies to computer files and database systems, ensuring accurate data entry.
  - Entered alphabetic and numeric information into databases following established procedures.
- **Cashier | Feb 2016 – Jan 2020**  
**AT TOYS MALL SOUDI ARABIA**
- **Accountant | 2014 - 2015**  
**RBM GARMENTS**

## DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

**Muhammed Riyas CP**

## CONTACT

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- ✉ [riyascpamakkad@gmail.com](mailto:riyascpamakkad@gmail.com)
- 📍 UAE

## EDUCATION

- **Plus Two**  
HSE Board of Kerala  
Jun 2008 – Mar 2009
- **DIPLOMA IN CELLULAR TECHNOLOGY**  
Technical educational society of india kottayam registered under T.C.L.S & C.S 12-1995  
May 2010 – Dec 2010
- **COMPUTER TEACHER TRAINING COURSE**  
Accounting service society  
May 2010 – Dec 2010

## TECHNICAL SKILLS

- Tally
- MS Word
- MS Excel
- MS Windows
- CorelDRAW
- Photoshop

## PERSONAL DETAILS

Nationality : Indian  
Date of Birth : 03.08.1991

## LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Tamil
- Malayalam