



RIYAZ K

Accountant and Admin

CONTACTS

PHONE NUMBER

+971 529128962

EMAIL

riyazthd1@gmail.com

ADDRESS

Dubai, Muteena Deria, DUBAI,
United Arab Emirates

SKILLS

- MS-Office Suit
- Data Mining
- E-Commerce
- Professional and Personal Development Program
- ZOHU SOFTWARE
- ORACLE
- TOPOS
- NEPTON SOFTWARE

LANGUAGES

- English
- Hindi
- Tamil

ABOUT ME

To work in a professional environment where my skills, knowledge expertise and experience could be fully utilized for the betterment of the company and overall efficiency at optimum cost to explore and implement better means and ways to achieve the organizational goals / objectives.

WORK EXPERIENCE

ACCOUNTANT AND ADMIN

Smart Works Technologies LLC

- Spearheading accounting and administrative operations at Smart Works Technologies LLC, Dubai, Muteena Deira.
- Manage accounts at Smart Works Tech
- Admin duties in Dubai office
- Ensure accurate financial records
- Support operational efficiency

ASSISTANT MANAGER, CASHIER, ACCOUNTANT, CALL ATTENDER

SMART CAFETERIA LLC

Oct 2021 - Dec 2023

Worked as Assistant Manager, cashier, Accountant and call Attender in SMART CAFETERIA LLC, Abudhabi-UAE.

MANAGER

Kismak Wedding Shoppe

Jan 2017 - Jan 2019

Worked as Manager In Textile Showroom at Kismak Wedding Shoppe, Gudalur the Nilgiris Tamil Nadu.

OUTLET IN CHARGE AND CASHIER

FamecoGroup

Feb 2015 - Mar 2017

- Spearheaded daily operations as Outlet In-Charge at Fameco Group, ensuring exceptional customer service and operational efficiency in a fast-paced environment.

- Malayalam

- Arabic

HOBBIES

- Reading
- Travelling
- Physical fitness games
- Internet technologies

PERSONAL DETAILS

Date of birth:

12 Apr 1985

Nationality:

Indian

Visa status:

Visit Visa

Marital status:

Married

REFERENCES

IBRAHIM AL JAFFALI

ZAID ALHUSSAIN GROUP

+966 12 668 6666

SHAMEER

Smart Cafeteria LLC

0588126994

ABDUL JALEEL

SMARTWORKS

TECHNOLOGIES L.L.C

+971 58 577 0786 |

abduljaleel@sworks.ae

- Managed financial transactions with precision as Cashier, maintaining accurate cash handling and reconciliation in adherence to company policies.

ACCOUNTANT AND CASHIER

Fashion wedding collection

Jun 2013 - Jan 2014

- Managed financial transactions and maintained accurate records as an Accountant and Cashier at Fashion Wedding Collection in Gudalur, Tamil Nadu.

SHOWROOM SECRETARY

Zaid al hussain group

Jul 2008 - Jul 2013

- Boosted irrigation product sales
 - Liaised with clients daily
 - Streamlined sales admin tasks
 - Managed showroom sales ops
- Showroom Secretary in irrigation sales department in Zaid al hussain group, Saudi Arabia.

EDUCATION

2005

HIGHER SECONDARY

Holy Cross Convent Matric School

ACCOUNTANCY AND ECONOMICS

Ideal Academy

DRIVING LICENSE

Driving license category

Yes

COURSE

ADVANCED DIPLOMA IN COMPUTER APPLICATION

Wincom Tamilnadu -India Institute of computer education