

**MOHAMED NIYAS C.P**

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## **Objectives**

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative , learning and contributing towards the success of the company.

## **Work Experience**

SILVAN TILES GALLERY, Kanjippura, Valanchery.

- Present

**Designation:** Accountant

- Maintaining basic accounts, book keeping
- Ledger entries, journal entries
- Invoice entries and cross checking
- Reconciliation of Bank statementS
- Customer Handling
- Helped in preparing tax returns

## **Educational Qualification**

Sl.No	Course	Name of Institution	Board/University	Percentage Of Marks	Year Of passing
1	<b>B.COM</b> (COMPUTER APPLICATION)	<b>KHIDMATH COLLEGE OF ARTS &amp; SCIENCE THIRUNNAVAYA</b>	CALICUT UNIVERSITY	<b>60</b>	<b>2016</b>
2	<b>PLUS TWO</b> (COMMERCE)	<b>NMHSS THIRUNNAVAYA</b>	GOVERNMENT OF KERALA	<b>70</b>	<b>2013</b>
3	<b>SSLC</b>	<b>NMHSS THIRUNNAVAYA</b>	GOVERNMENT OF KERALA	<b>60</b>	<b>2011</b>

### **Computer Knowledge**

- PG Diploma in Indian and Foreign Accounting (PGDIFA) from IPA Kerala (2017).
- Knowledge in SAP - Business One Certificate Holder (2017).
- Specialized in MS Office- Microsoft Excel Global Certificate Holder (2017).
- Specialized in Tally ERP 9.0- TallyGlobal Certificate Holder (2017).
- Specialized in Peachtree and Quick books Accounting Software.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux

### **Language Competency**

- English --- Speak , Write , Read.
- Malayalam --- Speak , Write , Read.
- Hindi --- Write , Read,

### **Abilities and Area of Strength**

- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.

### **Personal Details**

- Nationality : Indian
- Date Of Birth : 18/04/1995
- Marital Status : Single
- Gender : Male
- Father's Name : Mr.Mohamed CP
- Driving License : LMV/HMV No: 55/9294/2015 ( INDIA )
- Address : Chittakath Peediyekkal House  
Thirunnavaya ( PO )PIN:676301  
Malappuram dt.  
Kerala

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### **Declaration**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place: THIRUNAVAYA

**NAME: Mohammed Niyas C.P**

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