



# MOHAMMED NIYAS .AK


**NATIONALITY - INDIA**

**AGE - 30**

**DOB -17-OCT 1994**

## CONTACT ME

 **+97459968037**

 **nyasjn2@gmail.com**

 **DOHA ,QATAR**

## ADDRESS

**ADAVALA KANDIYIL (H)  
KALPAKANCHERY (POST)  
PIN CODE -676551  
MALAPPURAM (DIST.)  
KERALA  
INDIA**

**QID No : 29435615623**

**Expiry : 11/05/2025**

**Passport No : Y4468458**

**Expiry : 03/07/2034**

**DRIVING (QATAR)**

**LICENSE No : 29435615623**

**EXPIRY : 07-12-2029**

## ➤ ACADAMIC

**Certified for professional in indian  
and foreign accounting(CPIFA)**

Institute for Professional Accountants (IPA)  
Thrissur ,Kerala  
India  
2016

**PLUS TWO (COMMERCE)**

BYKVHS SCHOOL  
Malappuram  
Kerala ,India  
2013

**SSLC**

BYKVHS SCHOOL  
Malappuram  
Kerala ,India  
2011

## ➤ LANGUAGE

**ENGLISH ,HINDI,TAMIL ,MALAYALAM**

## ➤ SKILL

**COMPUTER SKILLS**

**GOLD ERP, TALLY ERP,MS EXCELL  
PDT USING**

**DRIVING**

**QATAR LICENSE(LIGHT VEHICLE)  
29435615623**

## ➤ WORK EXPERIENCE

**DATA ENTRY & RECEIVING CLERK**

**GRAND MALL WLL      2017 - 2024  
Doha ,Qatar      (at present)**

- Receiving goods with using PDT as per the LPO issued to the vendor
- Checking Quality & Quantity of products
- Ensuring the cost of products in LPO and Invoice are same or SKU's cost price in Invoice are not higher than LPO's cost price
- Preparing Goods Reception Note
- Preparing Goods return Voucher (GRV)
- Invoices ,Return notes ,GRN,& Other documents scanning for keeping as soft document and filing those all.

### DECLARATION

" I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief"

- MOHAMMED NIYAS A K