

RISWAN P.S

Admin cum Accountant

Dubai, UAE | Mob: +971 562520939 | Email: psriswan50@gmail.com

Nationality: Indian | Visa: Visit Visa



PROFESSIONAL SUMMARY

Proactive and resourceful **Admin cum Accountant** with proven success in streamlining office operations, managing high-volume accounting tasks, and enhancing organizational productivity. Skilled in handling end-to-end administrative workflows, vendor coordination, documentation, procurement, and facility management while maintaining financial discipline through accurate bookkeeping, reconciliation, and compliance. Recognized for multitasking in dynamic environments with professionalism, confidentiality, and efficiency.

CORE COMPETENCIES

- Office & Facility Administration
- Documentation & Records Management
- Calendar & Schedule Coordination
- Vendor Management & Procurement
- Staff Support & Internal Communication
- Accounting & Bookkeeping
- Accounts Payable/Receivable
- Tally ERP, QuickBooks, MS Excel
- Payroll & Invoicing Support
- Asset & Inventory Tracking
- Expense Monitoring & Cost Control
- Bank Reconciliation & GST Filing
- MIS Reporting & Audit Assistance
- Compliance with GAAP & Local Tax Laws

PROFESSIONAL EXPERIENCE

Admin cum Accountant

BSMK General Cont. Co.

Dammam, Saudi Arabia

Dec 2024 – May 2025

- Coordinated daily office operations including attendance tracking, leave records, office supplies, and meeting logistics.
- Monitored construction project expenses and aligned administrative activities with financial budgets.
- Maintained vendor records, managed purchase orders, and coordinated with suppliers for timely deliveries.
- Processed invoices and payments, reduced reporting delays by 25% through automation.
- Supported HR in maintaining employee data and processing payroll inputs.

Admin cum Accountant

Venus Digital Arcade

Kerala, India

Dec 2023 – Oct 2024

- Managed front-office responsibilities, including correspondence, call handling, document filing.
- Streamlined administrative processes by developing digital templates and logs for internal approvals.
- Maintained daily cash book, prepared vouchers, and assisted in petty cash disbursement.
- Collaborated with external auditors and supported internal audit readiness, ensuring document accuracy.
- Prepared reports for management on office expenditures and monthly accounting performance.

PROJECT HIGHLIGHTS

Admin Automation Initiative – Venus Digital Arcade

- Digitized internal approval workflows, reducing manual paperwork and improving turnaround time.

Inventory & Asset Control System – BSMK General Cont. Co.

- Created a centralized asset tracking system, preventing stock shortages minimizing procurement errors.

TECHNICAL SKILLS

- Accounting Software:** Tally ERP, QuickBooks, Peachtree
- Tools:** MS Excel (Pivot Tables, VLOOKUP, Macros), Word, PowerPoint
- Other Systems:** Inventory Management, Payroll Processing, Bank Reconciliation

EDUCATION

Master of Commerce (M.Com) – Calicut University, Kerala — 2021–2023

Bachelor of Commerce (B.Com) – Calicut University, Kerala — 2018–2021

CERTIFICATIONS

- Diploma in Indian and Foreign Accounting (DIFA)** – 2023
- Certified Tally Professional**, QuickBooks & Peachtree Accounting – Advanced Training

LANGUAGES

English (Professional) | Arabic (Intermediate) | Malayalam (Native) | Hindi (Conversational)