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| **MUBASHIR**  (For: Finance& Accounts)  Dubai UAE  Visa Status: **Visiting Visa**  C/o-Mobile:+971-504973598  Email: [mubashir.343544@2freemail.com](mailto:mubashir.343544@2freemail.com) | **C:\Documents and Settings\Administrator\Desktop\photo.JPG** |

**CARREER OBJECTIVE**

To excel in all fields, undertake challenges and responsibilities; take up a position that gives me an opportunity to add valuable contribution to the organization and to the economy as a whole.

**BRIEF PROFILE**

* Hands on experience of providing professional advice in strategic sectors such as accounting and financial reporting. Easily understand others and comfortable to work with all members of staff.
* Worked as an **Accountant** with **M/s. Green Belt Group of Companies Dubai Al Aweer.**
* Worked as an Accountant with**M/s. Al Seer Trading LLC Ras Al Khaimah.**
* Qualified **Master Degree in Commerce** in 2010.
* Precise in all work related assignments, exposed to project financing and taxation.

**PROFESSIONAL EXPERIENCE**

**Name of the Organization : Green Belt Group of Companies Dubai**

**Designation : Accountant and Finance controller.**

**Duration : July 2013 to till date.**

**Work Exposure**

* **Preparation of weekly and monthly reports**
* **Control of Debtors and Creditors**
* **Assisting in budget preparation**
* **Assisting in internal audit**
* **PDC tracking**
* **Arranging required documents for bank loans**
* **Follow up bank and other loan installments**
* **Payroll & WPS**
* **Payments and receipts follow up**
* **Checking bank online transactions**
* **Preparation and follow-up TT & TR related to bank transactions**
* **Reconciliation of bank and sister concern transactions**
* **Entries related to hypermarket like, cash closing ,purchase entries ,etc**
* **Preparation of quotations**
* **Inventory clearing**
* **Accounting entries of all transactions like purchase , sales, booking entries ,etc**
* **Import related transactions follow up like documents & payment.**

**Name of the Organization : Al Seer Trading LLC. Ras Al Khaimah .United Arab Emirates**

**Designation : Accountant**

**Duration : June 2010 to May 2013**

**Job Handled / Work Exposure**

* **Preparation for monthly Financial Statements, Reconciliation of Accounts Receivables and Payables.**
* **Overall responsible for full Company Operation**
* **Accounting of all the transactions.**
* **Preparation of Daily and Monthly report.**
* **Preparation of Profit and Loss Account.**
* **Preparation of Balance Sheet.**
* **Control of Debtors and Creditors.**
* **Supervise Purchase.**
* **Inventory Clearance.**
* **Preparation of Quotations**

**Name of the Organization : NP TVS.**

**Designation : Accountant**

**Duration : January 2006 to May 2010**

**Job Handled / Work Exposure**

* **Purchase &Sales Transactions**
* **Inventory Clearance**
* **Daily Reports& monthly Reports**
* **Preparation of Profit and Loss Account and Balance sheet.**

**EDUCATIONAL QUALIFICATION**

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| **Course** | **Institution** | **Year** |
| **M.Com** | **Annamalai University, Thamilnadu India** | **2010** |
| **B.Com** | **University of Calicut, Kerala India** | **2004** |
| **Plus Two** | **Board of Higher Secondary, Kerala India** | **2001** |
| **S.S.L.C** | **Board of Public Examinations, Kerala India** | **1999** |

**IT SKILLS & TRAINING**

* **Good knowledge with SAP(Financial Accounting).**
* **Qualified Accounting Technician Course from Accountants Academy Kerala India.**
* **Graduate in Tally from Accountants Academy Kerala India.**
* **Working Knowledge of Microsoft Office Tools like Excel, Word, Power Point**.

**PERSONAL DETAILS**

**Visa Status : Employment visa**

**Date of Birth : 22nd March 1984**

**Sex/ Marital Status : Male/ Single**

**Nationality/Religion : Indian/ Muslim**

**Languages Known : English, Hindi,Arabicand Malayalam**

**Hobbies : Reading, fishing, travelling**