

MUSTHAFA

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**OBJECTIVES**

Accomplished accounting professional with 9 years of experience in accounts seeking a position in the accounting field where my analytical and technical skills can be utilized to improve the company's profitability*.*

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| * 9 years of accounting experience | * Adept at financial reporting |
| * Attention in detail oriented | * Experience with A/P, A/R &GL Accounts |
| * Good communication skill. | * Payroll functions as per UAE WPS |
| * Experience in MS Dynamics Navision | * Numerical knowledge in Excel |
| * Knowledge in computer applications | * Knowledge in accounting procedures. |

**PROFESSIONAL EXPERIENCE**

**Crown Marketing Thrissur –Kerala** from May 2015 to December 2016.

**ACCOUNTS- IN -CHARGE**

* Preparing routine journal entries of daily financial transactions.
* Maintaining suppliers Invoices as well as customer invoices.
* Monitoring bank account as well as cash flow management.
* Preparing customer ageing report as well as vendor ageing report on periodical basis.
* To pressurize collection of receivables on time.
* Make sure all payments are done on time.
* Prepare company payroll on timely basis.
* Reconciliation of bank statement on timely basis.
* Submitting document required by statutory authorities like VAT returns, Income Tax, etc...
* Maintaining Inventory either on timely basis or requirements of sales peoples
* Make sure all entries are passed in order to ensure accurate and timely month end closing.
* Updating accounts for internal auditing or tax auditing on periodical basis.

**Dubai Desert Extreme LLC, Dubai- UAE**  from April 2014 to Sep 2014

**GENERAL ACCOUNTANT**

* Maintaining of supplier accounts as well as customers.
* Timely creditors ageing as well as debtors ageing report.
* Following up the outstanding receivables.
* Processing vendor payments on time.
* Processing employee salary as per WPS and other payment as per law
* Managing intercompany branch accounts.
* Bank reconciliation of multi accounts.
* Accounting for fixed assets and its depreciation.
* Managing timely cash flow and its applications.
* Prepare monthly closing entries and assist with MIS reports in monthly basis.
* Finalization of accounts and coordinate with audit process.

**Al Otaiba Group of Companies, Dubai - UAE** fromSeptember2007toJanuary 2013

**ACCOUNTANT**

* Passing daily journal entries and periodic reconciliation.
* Petty cash management and its finalization.
* Maintaining vendor ledgers, customer ledgers & G/L accounts
* Timely debtors and creditors ageing report to management.
* Following up the accounts receivables and accounts payables.
* Monitoring of bank account status and reporting to top management.
* Processing of periodic payment to suppliers.
* Processing of monthly payroll as per UAE WPS and monthly sales commission.
* Reconciliation of intercompany accounts.
* Preparation of bank reconciliation statement.
* Maintains financial security by following internal control.
* Maintaining systematic and physical inventory on periodical basis.
* Preparation of MIS report to management.

**Metro City Hospital, Thrissur, Kerala – India** fromDecember2006to June 2007

**JUNIOR ACCOUNTANT**

* Managing accounts payable.
* Analysis of anticipated income and expenditure of the company.
* Reported on variances in quarterly reports.
* Preparing yearly company accounts.
* Managing company bank account and BRS
* Managing payroll function for employees.

**Bhasuri Inn Hotel,Trissur,Kerala – India from**September 2005 *to* November 2006

**ACCOUNTS ASSISTANT**

* Handled monthly journal entries, accounts and various ledgers
* Managed sales representative gross receipts and monthly sales or marketing expenses
* Filled out order invoices and preparation of client sales invoice
* Checked balances in ledgers and various transaction accounts
* Payroll Coordinator.

**EDUCATIONAL SUMMARY**

* Master of Commerce (M.com) from the University of Calicut, Kerala-India in the year 2006 with specialization in Commerce and Finance.
* Bachelor of Commerce (B.com) from the University of Calicut, Kerala-India in 2003

**COMPUTER SKILLS**

* Experience in Microsoft Dynamics Navision (ERP).
* Experience in ICG accounting software (ERP)
* Tally ERP 9
* Peachtree accounting software including Sage 2014
* Hot soft Accounting software ( ERP) –service sector
* Diploma in Computer Applications-Microsoft Word, Excel, Access &Outlook Express.

**PERSONAL DETAILS**

* Gender : Male
* Religion : Muslim
* Marital Status : Married
* Visa Status: Visit visa valid until 19/5/2017
* Date of Birth : 30th November 1980
* Nationality : Indian
* Languages Known: English, Hindi & Malayalam.

**Declaration**

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