CURRICULUM VITAE

Mustaba

E-mail:- [mustaba.376623@2freemail.com](mailto:mustaba.376623@2freemail.com)



***Profile Snapshot***



* A competent professional with Graduation In Commerce with good experience in Accounts Payable, Accounts Receivable, Reconciliation, Operations and Commercial Departments



***Employment Scan***



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl | Name of the Company | Title | Duration |  |
| No |  |  | From | To |
| 1 | Moonbeam Trading & Construction, | Accountant | August | Till Date |
|  | Moonbeam Enterprises & Real Estate |  | 2016 |  |
| 2 | Janata Industries | Accountant | March | July 2016 |
|  |  |  | 2014 |  |
| 3 | Wasel Trading & Contracting | Accountant | March | Dec 2014 |
|  |  |  | 2012 |  |
| 4 | IREACT | Account Asst / | Dec 2009 | March 2012 |
|  |  | System Admin |  |  |
| 5 | M/S Bharat Pharmacy | Account | May 2006 | June 2008 |
|  |  | Assistant |  |  |

**Key Deliverables**

* To Monitor/ Petty Cash of the Precast Div.
* Responsible for Fund Transfer to Employees Salary Bank A/c towards reimbursement of Expenses, Incentive & Salary.
* Verifying employee Time Sheet information was correctly entered in the time for bi-weekly
* Responsible in scheduling and payment of accounts payable
* Checking all Bills, Vouchers and Other documents
* Banking Transaction by Manual Cheque Deposits, Cash Receipts, Payment Transfer, and Cheque Books Etc.
* Entry of All Credit collections & Maintaining records
* Responsible in scheduling and collection of accounts receivable
* Monitoring payment requests and ensuring payment issues do not affect delivery Prepares or checks invoices, requisitions and other documents
* Performed accounts payable functions for construction expenses.
* Processing of different types of invoices like Purchases Orders, Non-Purchase orders, Debit Note, Credit Note invoices.

➢

➢

Inbound & Outbound Query handling (Calls & Mails).

Maintained payment draws files and invoice files.

* Process associate expense reports and ensure proper documentation
* Day to day accounting work i.e. Vendor Cheque Payment & Employees Reimbursement of Expenses.
* Communicated with project managers, vendors. Processed accounts receivable and understood the construction billing.
* Managed vendor accounts, generating weekly on demand cheques.
* Performed accounts payable functions for construction expenses.
* Study and detailed review of project requirements as per contract specifications, bill of quantities (BOQ)
* Reviewing/Preparing Bank Reconciliation
* Review monthly bank statements, deposits and Cheque and their documentation
* Responsible for financial accounts including budgets and cash-flow
* Prepare and submit expense reports to management for approval.
* Maintaining Record of L.P.O
* Sending Request for RFI
* Prepare, reconcile and record the payments.
* Review account statements for clients, verify transaction
* Receiving the material requests from sites.
* Sending inquiries to suppliers for quotation (RFQ).
* Cross Verification of Statements of Customers



***Academic & Professional Credentials***



|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board/University** | **Year** |
|  |  |  |
| M.B.A(HR & Finance) DEP | Punjab Technical University Jalandhar | 2011 |
| (Distance Education Programme) | Distance Education Programme |  |
|  |  |  |
| Bachelor In Commerce | Gulbarga University Gulbarga | 2006 |
|  |  |  |

***Training Courses Attended***



 Windows 98, windows xp, windows Vista, windows 7



***IT Skills***



* MS Office, MS Word, MS Excel, Tally9.0 EPR,
* One Year of Diploma Course of A+ and N+ -IIHT



***Personal Dossier***



|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date of Birth** | **:-** | 10th Sept 1981 |
| **Marital Status** | **:-** | Married |
| **Nationality/Religion** | **:-** | Indian |
|  |  |  |



***Declaration***



**Self-Explanation**: Capable of handling jobs independently, Possessing excellentinterpersonal and medium communication skills with high grasping power and learning attitude. Ability to communicate effectively, establish and maintain healthy relationships with all levels of management