

# MUFADDAL

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# CURRICULUM VITAE

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# OBJECTIVE

Passionate finance professional with more than Fifteen (15+) years of diversified UAE experiences in Accounts and Finance with strong record of leadership and delivery of services in multicultural working environment, combining broad exposure in relevant fields. I am commerce Graduate and proficient in using Microsoft Office Tools and other computer accounting applications. Seeking challenging and rewarding position in finance and accounts across multinational or local organizations, demanding high standards of quality and providing opportunities to amalgamate my personal enrichment with professional goals.

# CAREER SUMMARY

1. **May 2002 – Till Date**

Working as Sr. Finance Officer / Sr.HR Executive in **Percept Gulf FZ LLC (Advertising & Communication Agency),** Dubai (UAE).

1. **January 1999 – April 2002**

Working as Accounts Data Co-ordinator in **Lamcy Plaza**, Dubai (UAE).

1. **April 1998 – December 1998 :-**

Worked as Accounts Assistant in **Rai Computers**, Mumbai.

1. **(While studying)April 1997 – December 1997 :-**

Worked as an Accounts Assistant in **Alexandra Engineering Works**, Mumbai.

1. **(While studying)May 1994 – December 1996 :-**

Workedas an Accounts Assistant in **Adamji Peerbhoy & Company – Chartered**

**Accountant**, Mumbai.

# PROFESSIONAL EXPERIENCE

1. As an Sr. Finance Officer / Sr.HR Executive in **Percept Gulf FZ LLC (Advertising and Communications Agency)**, I am responsible for: (**May 2002 – Till Date** )

* Maintaining purchase and sales register.
* Maintaining Cash & Bank book.
* Preparing Media and Production Invoices.
* Preparing monthly salary, leave salary, passage and EOS benefits statements and also actively involved in HR Department supervision.
* Preparing client & supplier ageing report.
* Actively involved in Events coordination and supervision.
* Procuring Insurance quotes and finalizing Group Medical, Motor and General Insurance.
* Preparing Monthly P&L and Balance sheet.
* Preparing monthly MIS.
* VAT returns filing and review of booked VAT on timely basis.
* Finalization of Accounts.
* Preparing Internal and Statuory Audit Report.

1. As an Accounts Data Operator in **Lamcy Plaza**, I was responsible for: (**January 1999 – April 2002)**

* Inventory Control System; designed to co-ordinate input and output of multiple Departments. On receiving the input, the system automatically evaluated the directive and created Barcodes, Supplier codes and Printing Stickers. I was also responsible for processing transactions like Purchase orders, Purchase returns, Sales orders and Sales returns by managing the Inventory Control System.
* Producing reports on a daily, weekly, monthly and annual basis with relevance to customer codes.
* Producing graphical reports for the purpose of analyzing customer purchase patterns in the format of Bar charts, Pie charts, X, Y charts etc.

1. As an Accounts Assistant in **Rai Computers**, I was responsible for: (**April 1998 – December 1998)**

* Maintaining Sales & Purchase Register.
* Maintaining Bank Books.
* Preparing Bills.
* Verifying accounts to be given to the company Chartered Accountant for final accounting.

1. As an Accounts Assistant in **Alexandra Engineering Works**, I was responsible for: (**April 1997 till December 1997)**

* Maintaining the Sales & Purchase Register.
* Maintaining Bank Books.
* Preparing Bills.

Verifying accounts to be given to the company Chartered Accountant for final accounting.

1. As an Accounts Assistant in **Adamji Peerbhoy & Company**, I was assisting the senior Chartered Accountants in auditing accounts of other companies.

(**May 1994 – December 1996** )

* Job involved all Auditing details.
* Checking entries in the Sales, Purchase Register & Bank Book.
* Format for Computation.
* Computation of Total Income.
* And making the Final Income Tax Statement for the Client.

# EDUCATIONAL QUALIFICATION

1. **Bachelor of Commerce** from Elphinstone College of Arts & Commerce, **Mumbai University** in the year 1997 with 2nd division.
2. **Higher Secondary Certificate** from Elphinstone College of Arts & Commerce, **Bombay** **Board** in the year 1994 with 2nd division.
3. **Secondary School Certificate** from St. Anthony’s Convent High School, **Pune Board** in the year 1992 with 1st division.

### ADDITIONAL QUALIFICATION

1. **Diploma in Computer Management**, from Datapro InfoWorld Limited, from May 1997 onwards.

Fluent with MS Office, E-Mail, Internet.

# HOBBIES

Music, Travelling, Watching & Playing Cricket.

# PERSONAL DETAILS

NAME : **MUFADDAL**

DATE OF BIRTH : 04-08-1976

NATIONALITY : INDIAN

UAE DRIVING LICENCE NO : 723710

# LANGUAGES KNOWN

English, Hindi, Marathi & Gujarati, Written & Spoken.