



MOHAMED MUSTHAFA P.K

Mobile: **+971525663674** | Email : **musthafa.pk006@gmail.com**

PERSONAL SKILLS

Time Management.

Problem handling.

Leadership Skill

Self-disciplined

LANGUAGES KNOWN

English

Malayalam

Hindi (write&read)

Arabic(write&read)

PERSONAL DETAILS

DOB : 12/09/1994

Marital Status : Married

Nationality : INDIAN

Father Name :Saidalavi

Address : Parammal
Kuttikkattil
House,
Ananthavur (PO)
PIN 676301,
Malappuram,
Kerala-India

OBJECTIVE

Qualified Accountant **4 years' of experience** in the field of financial management reporting, taxation and sales, following daily operations and keeping data's of accurately. Ability and willingness to take on financial leadership and it certain to be a key member of any financial team /management team.

Aim to be an associate with a progressive organization that give to me scope to show my skills, looking for **Accountant/finance department field**.

WORK EXPERIENCE

JUNIOR ACCOUNTANT (UAE-RAK)

2018-2020

KERALA HYPER MARKET LLC

- Accounts payable and receivables.
- Analysing the bank transactions and maintain bank reconciliation statement.
- Maintain Payment voucher & Receipt voucher with update petty cash/bank statement.
- Prepare and presentation of sales report with particular period.
- Reconciliation / research the supplier transactions & supplier status.
- Prepare VAT Calculation and Filing.

ACCOUNTANT & SALESMAN

BHARATH ELECTRICALS (KERALA-INDIA)

2020-2021

- Daily book keeping and closing books.
- Quotation Preparation and customer dealings

STRENGTHS

- Good team Player
- Interpersonal Skill
- Communication Abilities
- Hard working
- Efficient time manages

PASSPORT DETAILS

Passport No : N8239583

Date of issue: 29/02/2016

Date of Expiry : 28/02/2026

- Preparation Invoice of purchase & sales, Record Stock inflow and outflow
- Managing Overall Accounting Operations including payables & receivables and Bank reconciliations.
- Follow up payments from debtors.

Accountant

KP UMMAR KOYA SALES TAX CONSULTANT (Internal auditor)

KERALA-INDIA

2016-2017

- Calculation of monthly sales tax and Filing for clients
- Accounting activities up to finalization of accounts.
- Inputs and outputs of Book keeping.

ACADEMIC QUALIFICATIONS

CPIFA (certified professional in Indian & foreign Accounts)

Radiant TCO Bangalore- 2016

BACHELOR OF COMMERCE (B-COM)

UNIVERSITY OF CALICUT, KERALA INDIA

HIGHER SECONDARY EDUCATION (HSE)

GOVT. OF HSE EXAMINATION, KERALA INDIA

SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)

GOVT. OF KERALA PUBLIC EXAMINATIONS, KERALA INDIA

Computer Knowledge

- Knowledge in MS office – Micro Soft Excel Global Certificate Holder-2016
- Specialized in Tally ERP 9.6 , Peachtree, Accounting software
- SAP.FICO

I hereby declare that the information furnished here best of my knowledge and belief

MOHAMED MUSTHAFA PK