

MUSTHAFA MUFLIH

ACCOUNTANT / ADMINISTRATIVE PROFESSIONAL



Dependable, experienced and focused accounting professional. Strong interpersonal communication and leadership skills. Ability to work under tight deadlines

WORK EXPERIENCE

ACCOUNTANT

TAX MATTERS, VATAKARA FROM 8TH JUNE 2020 TO 30TH NOVEMBER 2021

- Prepared journal entries, complete general ledger operations
- Monthly, year-end closings and draw up financial reports
- Handled our account in banks and confirm the balances with our system
- Assisted preparation and coordination of the audit process
- Implementing and maintaining internal financial controls and procedures

ACCOUNTANT (intern)

DATA TECH VADAKARA APRIL 2020 TO MAY 2020

- Completing daily accounting tasks and activities
- Assisting with the financial report preparation process
- Performed month end activities such as preparing monthly journal vouchers and reports

ACADEMIC HISTORY

BACHELOR OF COMMERCE (BCOM)

2016-2019 | UNIVERSITY OF CALICUT

HIGHER SECONDARY EXAMINATION

2014-2016 | BOARD OF HSE KERALA

SSLC

2011-2014 | BOARD OF KERALA

CERTIFICATIONS

- ADFA (ADVANCED DIPLOMA IN FINANCIAL ACCOUNTING)
- Tally ERP 9
- Peachtree
- MS Excel

PERSONAL INFO

- DOB: 28/11/1998
- Phone: +971503313743
- Email: musthafatkvml@gmail.com
- Address: Dubai, UAE
- Nationality: Indian
- Visa status: Visit visa
- Passport number: T1249069

AREAS OF INTEREST

- Manual Accounting
- Tally ERP 9 (GST & Taxation)
- Financial planning and control
- Taxation
- Payroll Tax Accounting
- Quickbooks
- Peachtree

SKILLS

- Team Player
- Accuracy
- Time Management
- Work at pace
- Good communication
- Ability to work under pressure
- Problem solving skills
- MS Office
- MS Excel
- Tally

LANGUAGES

- English (Professional Proficiency)
- Hindi (Intermediate Proficiency)
- Malayalam (Native Proficiency)
- Arabic (Read & Write)