

MOHAMMED MUSTHAFA

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Deira, Dubai

United Arab Emirates



PROFESSIONAL SUMMARY

Pro-active, result oriented, hardworking and experienced youngster on looking for a career in Finance & Accounts. Seeking a position in an esteemed organization that enables to utilize progressive experience and skills in the field of accounting, Taxation & auditing, and add value to the organization.

WORK HISTORY

Junior Accountant
Qatar Fuel (WOQOD)
DOHA, QATAR
Jan 2018 - Feb 2021

- Compile and analyze financial information to prepare entries to accounts such as General Ledger, Sales Ledger, Purchase Ledger, Cash Book, Bank Book, Fixed Asset Register, Stock Register and other documents arising out of business transaction.
- Prepare Bank Reconciliation Statement, Payment Orders, Receipts, Journal Vouchers, Suppliers and Customers Reconciliation.
- Prepares asset, liability and capital account entries by compiling and analyzing account information.
- Prepare and verification of Employees payroll as per statutory requirements.
- Prepare and process Employees Salary.
- Prepare Management report.
- Prepare Periodical Financial Statement such as the Balance Sheet, the Profit and Loss Account, and ensure its accuracy and correctness.
- Prepare and analyze the Cash Flow statement on periodic basis.
- Administering payrolls and controlling income and expenditure.
- Maintain the chart of accounts and Cost Centers.
- Maintain and co-ordinate the implementation accounting systems, policies and procedures.
- Co-operate with external Auditors and provide the necessary assistance to conduct the audit of the company.
- Analyze and implement the individual budget proposals submitted by the various departments of the company.
- Analyze and implement actual operating and capital expenditures against budgets.
- Collect the data and determine the depreciation of fixed assets.
- Conduct the physical verification of inventory at regular intervals and prepare report.
- Documents financial transactions by entering account information.
- Reconciliation between Group Companies.

	• Develop and maintain financial data bases, computer software systems and manual filing systems. • Perform Fund Flow analysis and working capital estimation. • Handling the Petty Cash. • Prepare Annual Budget. • Profit & Loss Accounts & Balance Sheet. • Internal Yearly Audits. • Team Management, Client Relationships. • Excellent communication, presentation & mentoring skills. • General Ledger, Invoicing, Payroll. • Handling of Accounts payable and Receivables. • Handle Cash transactions & Reconciliations. • Inter-company Transactions & Reconciliations.
Accountant CAFE RAHMANIYA Mumbai, Maharashtra, INDIA April 2014 – Jan 2017	• Providing financial information to management by researching and analyzing accounting data. • Preparing asset, liability and capital account entries by analyzing account information. • Documentation of financial transaction by updating account data. • Recommending financial actions and summarizing the current financial status. • Collecting data, preparing balance sheet, and profit and loss statement • Handling financial transactions by auditing documents. • Maintaining accounting control by preparing policies and procedures. • Directing accounting clerical staff by coordinating activities and answering to queries. • Coordinating financial issues by collecting and analyzing accounting data. • Securing financial data by completing database backup. • Maintaining financial security by following internal controls. • Preparing payment by verifying documentation and requesting disbursement.
ACADEMIC QUALIFICATION	
B.COM	St. Xavier's College, Autonomous Mumbai, Maharashtra March-2017
CA-CPT (Regn.No:WRO-0507019)	The Institute of Chartered Accountants of India Mumbai, Maharashtra June-2014
HSC (12th)	S.I.E.S College of Commerce & Economics Mumbai, Maharashtra March-2014

S.S.L.C (10th)	Dhakheerath English Medium Higher Secondary School Kasaragod, Kerala March-2012	
ACADEMIC PROJECTS		
Project - 1	Project on Environmental Studies (F.Y. B.Com.): Project member among 5 members, gathered detailed information by visiting with group members to Charni Road, located in South Mumbai along the Marine Drive stretch, regarding research on Environmental Pollution, prepared PowerPoint presentation and presented in the class.	
Project - 2	Project on Retail Marketing (S.Y. B.Com.): Project Member among 6 Members; Gathered detailed information by visiting with group members to High Street Phoenix Mall, Lower Parel, Mumbai about how actually retail market works, what are the facilities provided by the Mall to the End Consumers, what are the Strengths and Weaknesses of the Overall Running of the Mall where 500 retails shops are running, prepared PowerPoint Presentation and Presented in the class.	
Project - 3	Project on Book Review (T.Y. B.Com.): Project member among 5 members, Reviewed in book "The Practice of Management" written by Peter Ferdinand Drucker, prepared handwritten as well as PPT presentation and presented in the class.	
Computer knowledge	Tally.ERP 9 MS-CIT (MS-Office, Advanced Excel, Power Point and Internet course.) Computer Typing. Internet Explorer.	
Academic achievements and awards	Completed a course in English for Employability at St. Xavier's College, Mumbai, have reached an Upper Intermediate level-2015	
Personal details	Date of Birth : 17th May 1996 Father's Name : K.M. Abdullah Nationality : India Language Known : English, Hindi, Malayalam, Arabic & Marathi Sex : Male Marital Status : Single Religion : Islam Hobbies : Reading Newspaper, Driving, listening music	
I hereby declare that all the information furnished by me is true to the best of my knowledge and belief. In view of the above, I request to give me an opportunity to serve your organization and prove my competence towards matured growth and benefit. Date: _____ (.....) Place: Dubai, UAE Mohammed Musthafa		