



# MUFEED MUSTHAFA

CUSTOMER SERVICE OFFICER / ACCOUNTANT

## CONTACT

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## EDUCATION

2013 - 2016

IBVE UNIVERSITY

- Bachelor Programme of Commerce

2010 - 2012

AMRITHA COLLEGE

- Higher Secondary

2006 - 2009

P.J.H.S MADAYI

- High School

## SKILLS

- Project Management
- Teamwork and Leadership
- Effective Communication
- Computer Literate (Typing, Researching, Preparing Reports in MS Word and Excel).
- Indian and Foreign Accounting (Tally, Peachtree)

## LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

## PROFILE

I graduated of Bachelor Programme Of Commerce, ability to self-manage and hardworking individual. I am passionate and willing to learn to succeed in my career. I have a positive outlook in life especially to my work. I am aiming to find a challenging and advancing career in a reputed industry which will provide me excellent career growth and opportunities to bring out my talents and skills and at the same time contribute to the mission, vision and values of company.

## WORK EXPERIENCE

### Al Bader Exchange - Abu Dhabi, UAE

Jan 2016 - Jan 2024

Customer Service Officer- Branch In Charge

- Receives customers and visitors with welcome and courtesy.
- Responsible for the handling, processing and assisting of customer's remittance and WPS (Wages Protection System) transaction.
- Maintaining cash availability and accounting Automated Teller Machine (ATM) on daily basis.
- Answering the customer inquiries and refer customers to the proper service area for issues that cannot be resolved at the teller line.
- Responsible for the records, vouchers and document's keeping, recording, checking, updating and preparation in the branch operation.
- Daily entry key data of financial transition in database. And research, track and restore documentation problems and discrepancies.
- Function in accordance with established standards, procedures and applicable laws.

### Star Electricals - Kannur, Kerala, India

Aug 2013 - Sep 2015

Assistant Accountant

- Support general Accounting function to monthly close process.
- Prepare accurate, timely, financial report of company expenditures following the established schedule.
- Review and Analyze the balance sheet, income statement, cash flow statements.
- Ensures inventory is properly state

## PERSONAL DATA

- Nationality : Indian
- Date of Birth. : May 10, 1993
- Gender. : Male
- Place of Birth. : Kannur, Kerala
- Religion : Islam