

MUSTAJEEB MULLA



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Abu Dhabi



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CAREER OBJECTIVE

Highly motivated individual with strong people skills, attention to detail, problem solving skills, and solid sales and accounting background looking to obtain a position for future co-operation.

EDUCATION

2015 MBA from VTU

2013 BBA from KUD

2010 PUC from KUD

COMPUTER SKILLS

- POS, Tally ERP-9.0, Quick book
- Microsoft Office Applications like MS Word, MS Excel, and MS PowerPoint.
- Microsoft Operating Systems.
- Familiar with Most common web based and Internet applications.

PERSONAL DETAILS

- **Languages:** English, Arabic, Hindi, Kannada, Urdu, Bengali
- **Date of Birth:** 14/02/1992
- **Nationality:** Indian
- **Marital Status:** Married

WORK EXPERIENCES

Accountant

MODEST GIFT SHOP LLC

June-2020 to AUGUST-2022

Accountant

Mohd Balhowaimil perfumes

Al Ain, UAE

April-2018 to May 2020

- Daily sales posting.
- Preparing and recording asset liability revenue expenses entries by compiling and analyzing account information.
- Inventory in charge.
- Banking and credit card reconciliations.
- Compute taxes owed and filing returns.
- Updating accounts payable and receivables for performing reconciliations.

Senior Accountant/Manager

Star Gallery Mart

Al-Ain UAE

April 2016-March-2018

- Finalize the days balance and preparing report.
- Investigate and reconcile discrepancies when they occur.
- Handling customer enquiries research problems and developing solutions.
- Processing transactions and maintaining track record of companies' expenses.
- Carrying out banking functions.