



MUSTHAFA P

Accountant

Contact

Phone

+971-552330971

Email

Musthafa.p.uae@gmail.com

Address

Al quasimia, Sharjah

Education

2018-2021

**Bachelor of Commerce with Specialized
Computerized Accounting**

University of Calicut

2016-2018

Higher secondary

GHSS VADNAMKURSSI

Expertise

- Tally ERP
- Microsoft excel
- Quickbooks
- Sage 50
- SAP FICO
- Microsoft outlook

Language

English

Arabic (beginner)

Hindi (beginner)

Malayalam (Native)

Personal Details

Date of Birth : 04/06/2001

nationality : India

Work History

Administrative Assistant , Property Management

2022 - 2023

OMEIR BIN YOUSSEF & SONS LLC, ABUDHABI UAE

Roles and responsibilities

- Making Quotation and Collecting cheques from Tenants
- Preparing contract invoice and tax invoice
- Collecting Required documents from Tenants for Tawtheeq and Ejari contract Renewal
- Preparing Tawtheeq Application on the Abudhabi municipality Website
- Follow Up with Tenants mail and connect with them via telephone

Junior Accountant

2020 - 2022

ALERT SURVEILLANCE AND TECHNOLOGY KERALA, INDIA

- Post and process journal entries to ensure all business transactions are recorded
- Maintaining accounts receivable, document bills and supporting documentation
- Coordination with customer and vendors for the payment and collections as per the due dates
- Monthly Bank reconciliation
- Maintained record of daily activities and day to day transactions
- Goods and service tax return preparing and filing

Skills

- High level of proficiency in Tally prime
- Able to work under pressure
- Familiarity with VAT preparing and filling
- Familiarity with accounting and office software

Qualification

- PGDIAS(Post graduate Diploma in Accountig software and GCC VAT) (2021-2022)
- Bachelor of Commerce (2018-2021)