

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.