



MOHAMMAD ABU MUSA

Date of birth: 01/11/1986 | **Nationality:** Bangladeshi | **Gender:** Male | **Phone number:** (+971) 507696837 (Mobile) | **Email address:** mabumusa1986@gmail.com | **LinkedIn:** <https://www.linkedin.com/in/mohammad-abu-musa-763677328> | **Address:** Deira Dubai, United Arab Emirates (Work)

ABOUT ME

Highly experienced **Accountant** with over 12 years of experience in financial operations, administrative management, and commercial activities. Proven expertise in optimizing financial processes, overseeing accounts payable/receivable, and supporting month-end closings. Adept at managing teams, implementing efficient workflows, and ensuring compliance with accounting standards.

LANGUAGE SKILLS

Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
HINDI	C2			C2	
URDU	C1			C1	

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

EDUCATION AND TRAINING

Chittagong , Bangladesh

MASTER OF BUSINESS STUDIES (MBS) Government Commerce College, Chittagong

Website gcom.edu.bd | Level in EQF EQF level 7

Chittagong , Bangladesh

MASTER OF BUSINESS ADMINISTRATION International Islamic University Chittagong

Website iiuc.ac.bd | Level in EQF EQF level 7

WORK EXPERIENCE

06/01/2025 – CURRENT Deira Dubai

ACCOUNTANT CUM CASHIER AL AHMADIA ADVERTISING

- Prepare and present monthly, quarterly, and annual financial statements to management.
- Manage AP and AR processes to ensure timely payments and collections.
- Reconcile bank statements and company accounts to maintain financial accuracy and transparency.
- Ensure adherence to UAE VAT regulations, including preparing and filing VAT returns.

- Monitor cash flow, perform cash drawer reconciliations, and ensure accurate bank deposits.
- Supervise office management activities, such as scheduling, vendor relations, and resolving employee issues.

01/10/2024 – 05/01/2025 Abu Dhabi, United Arab Emirates

ACCOUNTANT IQRA BUILDING MATERIALS TRADING L.L.C

- Prepare and present accurate monthly, quarterly, and annual financial statements to management.
- Manage accounts payable (AP) and accounts receivable (AR) processes, ensuring timely payments and collections.
- Reconcile bank statements and company accounts to maintain accuracy and transparency.
- Ensure adherence to UAE VAT regulations, including preparing and filing VAT returns.
- Oversee employee payroll processing, ensuring accuracy in salary disbursements and statutory deductions.
- Handle procurement processes, including vendor negotiations and purchase order management.
- Manage supplier accounts to ensure timely delivery of materials and payments.

01/02/2018 – 30/08/2024 Chittagong , Bangladesh

MANAGER (ADMIN CUM ACCOUNTANT) CONSORT PACK LTD

- Managed daily accounting tasks, including accounts payable/receivable, payroll, and reconciliations.
- Prepared monthly and yearly financial statements for management, ensuring timely submissions.
- Supervised administrative functions, addressing employee and operational issues promptly.
- Streamlined accounting processes, reducing errors by 20% and enhancing overall efficiency.
- Coordinated with suppliers and managed raw material imports, ensuring operational continuity.

01/08/2015 – 31/12/2017 Chittagong , Bangladesh

COMMERCIAL MANAGER M.H ELASTIC & ACCESSORIES LTD

- Directed commercial operations, including branding and advertising strategies.
- Managed cash flow, bank deposits, and financial discrepancy monitoring.
- Developed pricing strategies, increasing profitability by 40%.
- Handled import/export documentation, ensuring seamless transaction logistics.

01/01/2012 – 30/07/2015 Chittagong , Bangladesh

JUNIOR ACCOUNTANT ALAM THREAD & ACCESSORIES INDUSTRIES LTD

- Assisted in bookkeeping, accounts reconciliations, and payroll processing.
- Supported month-end and year-end closings, ensuring timely financial reporting.
- Managed office supplies and inventory for efficient administrative operations.
- Handled cash drawer reconciliation and bank deposits with accuracy.

● **MANAGEMENT AND LEADERSHIP SKILLS**

Key Skills

- **Accounting & Financial Management:** Budgeting, AP/AR, payroll, financial reporting, tax compliance.
- **Administration:** Office management, procurement, vendor relations, and scheduling.
- **Technical Proficiency:** MS Office Suite, [QuickBooks and Other Accounting/ERP Software].
- **Interpersonal Skills:** Team leadership, communication, problem-solving, and customer service.