



MUSHRAB ABDUL RAZAK

LINKEDIN PROFILE:

<https://www.linkedin.com/in/mushraf-mushraf-19228499/>

Mobile: +00971 56 8558310

Mail ID: Mushraf.5000@gmail.com



▪ **Having knowledge in**

- *Digital Marketing Management,*
- *WEB designing and Networking Zone Area*
- *Accountancy background*
- *Sales background*
- *VAT Law, UAE*

Languages Known:

- *English*
- *Arabic*
- *Malayalam*
- *Hindi*
- *French*

***SEEKING OPPORTUNITY IN DIGITAL MARKETING
MANAGEMENT/ NETWORKING/ FINANCE OPERATIONS***

OBJECTIVE

Achieve Wide Exposure in IT & Finance and Accounts Covering Various Industries and Business to help me to build a career in Finance and Corporate Management.

FAMILIAR IN

- **Oracle E-business suite** Auditing, Financial Accounting, MIS Report Creation, Preparation and Finalizations of books of A/C & in analyzing of financial performance.
- Sociable and having strong sense of responsibility.
- Excellent communication & inter personal skill
- Positive attitude towards changing technology
- A **good negotiator** with vendors.
- **Oracle HRM E-business Suit Package. CITRIX server based systems.**
- **Implementing VAT** in Accounting Systems , very well familiar with **Tally ERP 9**
- **Maximo and ERP Package.**
- Accounting Packages like **Tally ERP 9, Focus, Peachtree, Quick Books.**
- Knowledge of Microsoft Office packages (**Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft FrontPage and Microsoft Outlook**).
- **Sales Management and promotion Activities.**

QUALIFICATION

- **Diploma in Digital marketing Management** (Kerala) (2018)
- **MBA (Operation) Pursuing** (Jaipur National University School of Distance)
- **Bachelor of Commerce (Finance)** (Calicut University Kerala -India)(2003)
- **Diploma in Information System Management (DISM)(2003)**(APTECH computer Education, Kerala-India)
- **CCNA (Cisco Certified Network Associate)(2003)**
- **MCITP (Microsoft Certified Information Technology specialist) (2003)**(Reference Id:- E384-9428)
- **Diploma in Computerized Financial Accounting (2003)**(Tally ERP, Quick-Book, Peach-tree , SAP) (Achariya college, Kerala)

WORK EXPERIENCE

- **BUSINESS DEVELOPMENT OFFICER (JAN-2017 TO JAN-2018)**
Vision 18 Technologies, Abu Dhabi
 - Direct reporting to Chairman
 - Assisting in finding new clients and retaining old clients
- **ASSISTANT SALES MANAGER (JUNE 2003 TO DEC 2016)**
Abu Dhabi National Oil Company (Distribution), ABU DHABI
 - More than 14 years experience in Accounting and Computer Programming by Oracle form server & Qualified and Experienced in preparation of LPO, Invoice, stock maintenance & GRN etc.
 - Feedback proposal from Distributors and Dealers & Co-ordination between Department, plant and Distribution
 - Preparation of cash flow and fund flow
 - Reporting to the management
 - Payment making to suppliers
- **ACCOUNTING EXECUTIVE (2000-2003)**
Sumesh Associates, Trichur Dist Kerala -India
 - Worked as an accountant with a chartered accountant in an Audit firm
 - Well versed in day book writing, Ledger posting and finalization of accounts
 - Excellent skill in computerized Financial Accounting

- Good teaching skills. Worked as a teacher delivering classes on various Information Technology topics.

PERSONAL DETAILS

Nationality	:	Indian
Sex	:	Male
Marital Status	:	Married
Number of Dependents	:	3
Driving License (UAE)	:	907155
Visa Status	:	Visiting Visa