



## PERSONAL PROFILE

Accomplished professional with extensive experience in financial analysis, budgeting and forecasting. Proven track record of success in reconciling accounts and preparing accurate reports. Adept at utilizing accounting software to analyze and streamline financial processes.

## CONTACT



Rashidiya, Dubai



[majidmusthafa90@gmail.com](mailto:majidmusthafa90@gmail.com)



+971-503081519



in/majid-mp-  
5b6647219/

## EDUCATION

### IGNOU

**MCOM 2021 \_ 2023**

Aggregate – 64.50%

### Kannur University

**BCOM(Co-operation) 2018\_  
2021**

Aggregate – 65.34%

## SKILLS

Accounts payable, Accounts receivable, Bank reconciliation, invoice generation, MS Office, Tally Prime, Advanced Excel, VLOOKUP and Data validation.

## WORK EXPERIENCE

**Mastro Metals Pvt. Ltd.**

[www.mastroidtl.com](http://www.mastroidtl.com)

Feb 2023 – Mar2024

### Data Analyst

- Collect and gather data from various sources, such as databases, spreadsheets, and external APIs.
- Use tools and techniques to extract relevant data for analysis.
- Clean and pre-process raw data to ensure accuracy and consistency.
- Handle missing or incomplete data and address any anomalies or outliers.
- Create clear and compelling visualizations, such as charts, graphs, and dashboards, to effectively communicate insights to non-technical stakeholders.
- Prepare and present reports summarizing key findings and insights.
- Communicate results to both technical and non-technical audiences.
- Design and conduct hypothesis tests to validate assumptions or draw conclusions about the data.
- Manage and query databases to retrieve relevant data for analysis.





---

## Perfect PVC Pipes

Jan 2022 - Dec 2022

perfectpvcpipes@gmail.com

### Accountant

- Maintain accurate and up-to-date financial records, including ledgers, journals, and other accounting documents.
- Record financial transactions, such as income, expenses, and adjustments.
- Prepare and reconcile financial statements, such as balance sheets, income statements, and cash flow statements.
- Ensure that financial transactions are classified correctly and follow accounting principles.
- Stay updated on tax regulations and ensure the organization complies with all relevant tax laws.
- Prepare and file tax returns and assist with tax planning to optimize the organization's financial position.



## Asum Management Consultancy

www.asummanagementconsultancy.business.sit

Sept 2021 to Nov 2021

### Asst. Tax Analyst

- Provide administrative assistance to tax professionals.
- Manage schedules, appointments, and client communications.
- Handle paperwork, filing, and other clerical tasks.
- Responsible for preparing and filing tax returns for individuals or businesses.
- Stay updated on tax laws and regulations.
- Assist clients in maximizing deductions and minimizing tax liabilities.

---

### Reference:

1. Joyat Jose | MIS & Marketing Manager, Mastro metals Pvt Ltd. | India | [mis@mastrointl.com](mailto:mis@mastrointl.com) | +91 807 843 9389
2. Ramshad | Director, Mastro Steels LLC | Abu Dhabi | [sale@mastrosteels.ae](mailto:sale@mastrosteels.ae) | +971 56546 2047
3. Muhammed Rishad Abdu | Senior Auditor, Asum Management Consultancy | India | [rishad7188@gmail.com](mailto:rishad7188@gmail.com) | +91 999 588 7188