



Muhammed Musthafa K T

About: 29 year Indian Citizen- (Kerala)

Cell: 0563251044|Mail to: ktmusthafa0@gmail.com

Objective: An M.com Post Graduate with 8 years of track record in financial & cost accounting, analysis and auditing, seeks a challenging position with a leading organization to apply accrued skills in making tangible contributions as:

- Accounts Officer
- Financial Analyst
- Internal Auditor
- Accounts Executive

Words mends me..

"Constant attempts to secure perfection on your part; you are the least worried about your outcome..."

Aspire: To become one of the crew member in a team of corporate financial executives in a well reputed manufacturing / service sector organization.

Area of Interest:

Financial Accounting

Cost Accounting

Direct & Indirect Taxation

Internal Auditing

Professional Exposure

- | | |
|-------------------|---|
| 1. Company | : SAAD & SONS TRADING CO. |
| Designation | : Accountant |
| Address | : Doha, Qatar |
| Duration | : September 2019 to February 2020 |
| 2. Company | : VASANTHAM TEXTILES & READYMADES |
| Designation | : Accountant |
| Address | : Kerala, India |
| Duration | : November 2018 to June 2019 |
| 3. Company | : ASKLAN TRADING & AGRICULTURE W.L.L |
| Designation | : Accountant |
| Address | : Doha, Qatar |
| Duration | : March 2015 to September 2018 |
| 4. Company | : KANAKA WEDDING CENTRE |
| Designation | : Accountant |
| Address | : Kerala, India |
| Duration | : August 2011 to September 2014 |

Job Role:

To co-ordinate accounts, book keeping & day to day transactions.

Collecting & recording all expenditure and incomes.

Record cash/cheque receipts/payments and make bank deposits.

Preparation of financial statement up to finalization.

Managing Petty cash, general ledger and all sub ledger.

Maintaining the daily Bank Position, preparation of Bank reconciliation statement.

Keeping a proper and organized filing system.

Handling accounts such as accounts receivables and accounts payables.

Analyze and reports on business performances and cash flow movements.

Reconciliation of Supplier's and Customer's statements.

Preparing and reviewing payroll.

Credit control – issuing all invoices on time and chasing for payment within credit term.

Education:

2012-2014: Master of Commerce from Annamalai University

2008-2011: Bachelor of Commerce from Calicut University

2006-2008: Plus two Commerce from Board of Higher Secondary Exam, Kerala

2006: S.S.L.C from Board of Public Examination, Kerala

Computer Proficiency

Good Command with professional background in:

- 1. Tally ERP 9*
- 2. Microsoft Office word & Excel*
- 3. Nepton, Pioneer plus (Accounting Software)*
- 4. Able to grasp new accounting software functionality*

Key Competencies

- 1. Good numerical command*
- 2. Eagerness, search & find mentality*
- 3. Strong analytical skill*

4. Good Interpersonal management

5. Increasing inspiration in a supporting organizational environment

References

- **Mr. Mahmoud Essam Ramadan Hassan**

Chief Accountant: Asklan Trading & Agriculture W.L.L, Qatar

Ph.: +974 7020 5009, 5579 5955, Mahmoud@asklan.net

- **Mr. Unnenkutty.C.p**

Managing partner: Kanaka Wedding Centre, India

Ph.: +91 9605249556, kanaka_ottapalam@hotmail.com

Personal Details

Date of Birth: 16th August 1991

Gender: Male

Father's Name: Muthukoya Thangal. K.T

Marital Status: Married

Permanent Address: Kariyamthiruthy house, Perimbadari (po), Palakkad

Kerala-678 762, India

Languages Known: English, Hindi, Arabic& Malayalam (Mother tongue)

Passport No: K3062489

Visa Status: Visit Visa

(09/01/2021 to 07/04/2021)

Declaration

I hereby declare that the above furnished information is correct and complete to the best of my knowledge and belief.

Place : Dubai

Date :

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