



CURRICULUM VITAE

BUSHAIR MK

Mob: +971 55 1451767

Email: bushairmk10@gmail.com

Personal Information

Passport No: T1265963

Place of Issue: Calicut

Driving License:

Valid UAE Driving License
Holder (Manual)

Languages Known:

English
Hindi
Malayalam

Personal Data:

Nationality : Indian
Marital Status : Single
Date of Birth : 02.03.1987

Hobbies:

Browsing
Traveling
Music

CAREER OBJECTIVES

A self-driven individual, Competent and values the virtue of Integrity, who is ready to comply with the industries rules and regulation to towards achieving the zeal goal stated by the company, improving my weak areas to make them my strong points. Ready to raise my knowledge and skills, so as to attain more experience that is relevant to my duties, profession and remain important towards the company's achievements.

PROFESSIONAL EXPERIENCE

Duties & Responsibilities :-

- Maintaining books of accounts and finalization.
- Verifying of petty cash and office administration.
- Bank reconciliation and handling of banking transactions.
- Processing and paying invoice.
- Recording receipts and payments.
- Preparing and checking ledger balances and other monthly and yearly accounts.
- Handling company expenses and payroll systems that pay wages and salaries.
- Using computerized accounting systems.
- Monthly Administrative expenses provision and management reporting.
- Typing documents and distributing memos.
- Handling incoming / outgoing calls, correspondence and filing.
- Posting Journal Entries.
- Management of receivables and payables.
- **Accountant(Accounts Payable)**
Millennium Grease & Lubricants Manufacturing LLC.
Deira, Dubai,UAE
From January 2020 to Working Still Now
- **Accountant**
Craft Cube Technical Works LLC.
Al Qusais,Dubai,UAE
From October2018 to December2019
- **General Accountant**
Free Bird International Electronics LLC.
Deira, Dubai,UAE
From August2016 to September2018
- **Junior Accountant**
Planet First General Trading LLC.
Deira, Dubai, UAE.
From August2014 To August2016 (2year)

EDUCATIONAL QUALIFICATIONS

- **Master in Financial Accounting (MFA).**
(Practical Accounting & Computerized Accounting)
(TALLY, PEACHTREE & DACEASY)
G-TEC Education Panamaram, Wayanad, India.
- **Higher Secondary School-Commerce.**
Examination Board of Kerala, India.
- **High School Education- SSLC.**
Examination Board of Kerala, India.

DRIVING LICENSE DETAILS

- **Valid U.A.E Light Vehicle(Manual) Driving License Holder**
License No.-3842674

SKILLS

- Computerized Finalization of Accounts.
- Experience in Tally ERP9.1.
- Good exposure in MS Office Packages like Word, Excel etc.
- Management and Leadership Skills.
- Teamwork and Collaboration Skills.
- Ability to learn quickly, good commitment and belief in team work.
- Maintains accurate records of accounts receivables and accounts payable.
- Interact with internal and external auditors in completing audits.

COMPUTER SKILLS

- **Accounting Package -Tally versions 6.3, 7.2 & ERP9.1 Peachtree and Daceasy.**
- **Ms Office - Excel, Word, Power point and MS Outlook.**
- **Operating System - Windows 98/XP/2000/07/08**

DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Date :

Place :

BUSHAIR MK