



# MOHAMMAD ALTAF HUSSAIN

## Accountant

### CONTACT

Mobile: +971-581093354

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### PROFESSIONAL SUMMARY

Detail-oriented Accountant with 6 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

### WORK EXPERIENCE

#### **AHS Enterprises, New Delhi, India**

*As an Accountant from August 2021 – At present*

- Prepared monthly bank reconciliations with accuracy
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Mentored junior staff members with constructive feedback and actionable steps for performance improvement.
- Used accounting software to perform bookkeeping, invoicing and bank reconciliations.

#### **Ajwa Creation, New Delhi, India**

*As an Accounts assistant from January 2018 – July 2021*

- Chased missing transactions to help facilitate timely payments.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Reconciled Purchase Orders (POs) to produce accurate inventory reports.
- Responded to day-to-day finance queries from stakeholders, forwarding to senior staff where appropriate.
- Prepared invoices based on contract terms and distributed to customers.
- Maintained petty cash for ad-hoc business expenses.

#### **Genpact, New Delhi, India**

*As a Process Associate in BT insurance from July 2012 – December 2012.*

### OBJECTIVE

To pursue my career goal to excel and nurture my spirit of continuous improvement by enjoying and relishing whatever I do. I look forward to a challenging, growth-oriented position in a progressive company, where my skills are effectively utilized to improve operations and contribute in organization's success.

### PROFESSIONAL SKILLS

- Excellent to inter-personal skill.
- Self-motivated, passionate & hard working.
- Flexible and adaptable with the environment.
- Ability to work independently or as part of team.
- Strong analytical and problem-solving skills.
- Strong written & Verbal communication skills.

### TECHNICAL SKILLS

**Operating System:** Windows

98/XP/7/8/10, MS DOS

**Application:** MS Office, MS excel, Tally ERP

**Others:** Analytical skills,  
Aptitude to solve problems creatively.

### LANGUAGES

English

Hindi

Arabic (Reading)

Urdu

## **PROFESSIONAL QUALIFICATION**

- Qualified CA-IPCC Group 1 in November 2015, from ICAI.
- Qualified CA-CPT in 2011, from ICAI.
- Completed ITT Training from ICAI

## **PERSONAL DETAILS**

Father Name: Late Hidayat Hussain  
DOB: 26-Nov-1993  
Nationality: Indian  
Marital Status: Married  
Visa: Visit Visa

- Processed transactions and updated financial records using CRM and accounting systems with precision.
- Used business process management software to model and execute optimized workflows.
- Achieved targets by handling queries promptly and sharing comprehensive product knowledge.

## **EDUCATION**

### **Bachelor of Commerce**

Allahabad University - Allahabad 2009-2012

### **Senior Secondary School Education**

Bal Bharti School & College – Allahabad 2008-2009

### **Secondary School Education**

Bal Bharti School & College – Allahabad 2006-2007

## **HOBBIES**

Travelling  
Reading Books

## **DECLARATION**

I hereby declare that all the information given above is true and correct to the best of my knowledge.