

ARSHAD MUBARAK

Accountant and Administrative Executive

📞 +971581211254 @ arshadmubarak7775@gmail.com
🌐 linkedin.com/in/arshad-mubarak-p-e-94a580238 📍 Al Karama, Dubai



EXPERIENCE

Senior Accountant

Iron Bridge Cove Resort

- 📅 10/2023 - 10/2024 📍 Wayanad, Kerala, India
- Prepared and maintained books of accounts in a computerized environment
 - Managed employees' working shifts and ensured accurate payroll processing
 - Coordinated orders with vendors, confirming and tracking deliveries
 - Maintained accounts payable and receivable, ensuring timely payments
 - Allocated guest activity charges and prepared invoices
 - Worked closely with tax teams to ensure proper filing of tax documents

Senior Accountant

Al Waseem Trading Company

- 📅 12/2022 - 09/2023 📍 Tabarjal, Al Jawf, Saudi Arabia
- Managed and maintained accounts using Golden Accounting software
 - Supervised stock levels in the warehouse and vehicles
 - Prepared and confirmed vendor orders and maintained good relationships with suppliers
 - Handled daily closing summaries, accounts payable, and receivables
 - Ensured accuracy in financial records and reports
 - Worked closely with tax teams to ensure proper filing of tax documents
 - Managed employees' working shifts and ensured accurate payroll processing

Accountant

Dinar Gold And Diamonds LLP

- 📅 11/2021 - 11/2022 📍 Calicut, Kerala, India
- Managed accounting functions using Ouro accounting software
 - Prepared payroll reports and processed journal entries
 - Performed monthly GL reconciliation and accruals
 - Prepared and filed TDS and TCS returns before deadlines
 - Maintained stock reports, bank, and branch reconciliation
 - Generated and tracked purchase bills and sales invoices

Junior Accountant

Rock Sands

📅 09/2019 - 11/2021 📍 Karnataka, India

- Managed financial records and conducted internal and external audits
- Prepared monthly close reports, payroll reports, and journal entries
- Handled bank and branch reconciliation
- Prepared sales invoices and E-way bills
- Coordinated with local authorities to obtain permits for mining operations

Accountant Cum Sales Executive

Atlas Jewelry

📅 05/2017 - 08/2019 📍 Surathgal, Mangalore, India

- Maintained daily stock and cash reports
- Reconciled cash and bank transactions
- Managed payroll processing and monthly, quarterly, and annual reports
- Prepared GST reports for tax filings

EDUCATION

Bachelor of Commerce (B.Com)

Oriental School of Hotel Management

📅 06/2014 - 03/2017 📍 Lakkidi, Wayanad, Kerala

- University of Calicut

SUMMARY

Experienced Accountant and Administration with over 5 years of experience in managing accounts and administrative functions across various industries. Proven track record in improving operational efficiencies, resolving accounting issues, and managing vendor relationships. Highly skilled in bookkeeping, financial reporting, payroll, and tax compliance. Adept at implementing cost-saving strategies while improving profitability.

LANGUAGES

Arabic	Advanced	●●●●●
English	Advanced	●●●●●
Hindi	Advanced	●●●●●
Kannada	Advanced	●●●●●
Tamil	Advanced	●●●●●

SKILLS

<u>Accounting Software</u>		<u>Accounts Payable</u>
<u>Tally</u>	<u>Bookkeeping</u>	<u>MS Office</u>
<u>Financial Reporting</u>		
<u>General Business Knowledge</u>		<u>Taxing</u>
<u>Accounts receivable</u>	<u>Payroll</u>	

KEY ACHIEVEMENTS

- 🏆 Best Employee of the month
MARCH 2022, Dinar Gold and
Diamonds

CERTIFICATION

COMPUTERISED ACCOUNTING IN TALLY