



MOHAMMED MUSTAFA HUSSAIN

SALE EXECUTIVE - STORE KEEPER

PROFLE

Results-driven professional with 20+ years of experience in accounts receivable management, storekeeping, and team leadership. Proven expertise in financial operations, client management, and inventory control across diverse industries. Seeking a challenging managerial or front desk role in accounting to leverage my experience in driving growth and ensuring operational efficiency.

WORK EXPERIENCE

Najd Establishment for Agriculture & Trade

Accounts Receivable & Store Operations

Riyadh, Saudi Arabia

MARCH 2002 - MAY 2011

- Oversaw accounts receivable, invoicing, and cash flow management to ensure consistent and accurate financial reporting.
- Managed inventory records, prepared purchase orders, and ensured timely stock replenishment by coordinating with manufacturers.
- Supervised all store activities, including equipment and spare parts management.

Al-Jaber Trading & Contracting Co.

HR Assistant (Payroll Management) Doha Qatar.

- Led payroll operations for a construction group, maintaining compliance with accounting standards and conducting internal audits.
- Facilitated client and vendor communications, promptly addressing any billing or payment issues.

Afiya Collections Readymade garments

Founder & CEO

India

- Established a successful wholesale business specializing in ready-made garments, managing a team of 5+ employees.
- Conducted market research to identify opportunities, increasing profitability through strategic sales and inventory management.
- Generated detailed financial reports, offering clients insights into trends and customer preferences.

PASSPORT & PERSONAL DETAILS

- Passport Number: Y7391658
- Place of Birth: Hyderabad, India
- Date of Issue: 31/07/2023
- Date of Expiry: 30/07/2033
- Nationality: Indian
- Visa Status: Freelance Visa(2yrs)

CONTACT

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Dubai, United Arab Emirates

EDUCATION

- Bachelor of Commerce (B.Com)
May 1999 - March 2002
- Intermediate College
Civic Economics & Commerce |
March 1999
- Modern High School
School Secondary Certificate |
March 1997

SKILLS

- Accounts Receivable Management
- Financial Reporting & Analysis
- Inventory Control & Storekeeping
- Client & Vendor Relations
- Accounting Software Proficiency
- Team Leadership & Training

LANGUAGES

- English
- Hindi
- Telugu

CERTIFICATIONS

- Diploma in Accounting Package
- Software Technology Certification
- C++ Programming
- Computer Fundamentals, MS-Office (CMC Limited, Govt. of India)