



# AHAMED MUSTHAK

## ACCOUNTING AND AUDIT & FINANCE ANALYST

A dynamic accounting professional possessing working experience as an accounting and finance analyst handling a wide spectrum of clients from several industries such as trading, leisure, hospitality, manufacturing, retail and service, banking and finance, real estate, information technology and tele communication. A highly passionate leader, skilled team player and a very quick learner having the capability to quickly adapt to any challenging environment

### CONTACT

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Address - Dubai, Dubai, United Arab Emirates  
Visa status - Visit Visa Valid Till

### PERSONAL DETAILS

Date of birth - March 25<sup>th</sup>, 1999  
Nationality - Sri Lanka  
Gender - Male  
Civil status - Single  
Passport no - N7211311  
Driving license - Light Vehicle

### KEY SKILLS

Strategic planning  
Analysing and problem solving  
Adaptability and flexibility  
Team facilitation and leadership  
Self-motivated and result oriented

### COMPUTER LITERACY

- Microsoft office packages
- Idea-smart analyser
- Audit documentation  
Software- e audit & kainglobe  
Clara workflow
- Accounting software- oracle  
QuickBooks, tally, sage 50
- Data analytics software
- Cat 360 Software in  
Monorail operating

### INDUSTRY EXPERTISE

2020 MARCH TO PRESENT  
KAINGLOBE AUDIT COMPANY

- Leading manufacturers in  
Sri Lanka
- Largest super market  
Chains in Sri Lanka
- Largest automobile  
Company in Sri Lanka
- Largest bank in Sri Lanka
- Largest service  
Organization in Sri Lanka
- Largest travel & tours  
In Sri Lanka
- Largest hotel & housekeeping  
Company in Dubai
- Largest computer technology  
Company
- Largest Dubai government  
Business transaction Company

### PROFESSIONAL AUDIT & ACCOUNTING WORK EXPERIENCE

FORTUNE GROUP OF HOTEL & HOSPITALITY MANAGEMENT L.L.C  
DUBAI, DIERA FISH ROUNDERBOARD, UNITED ARAB EMIRATES  
EXPERIENCED AUDIT ACCOUNTANT & FINANCE 07/2023

- Preparation asset, liability and capital account entries by compiling and  
Analysing account information.
- Documentation of financial transaction by entering account information.

KAINGLOBE AUDIT & ACCOUNT FIRM CO P.V.T LIMITED  
COLOMBO, SRILANKA  
EXPERIENCED AUDIT & ACCOUNTANT ASSOCIATE 06/2017

- Plan and supervise Statutory Audits in accordance with Sri Lanka Auditing  
Standards and International Auditing Standards ("IAS").
- Liaison and co-ordination with client management and tax divisions to  
Ensure effective accomplishment of tasks relating to assurance  
Engagements.
- Identifying audit issues and escalating appropriately, by means of  
Transmittal letters, management letters and frequent communications with  
The client.
- Sound knowledge and experience in using accounting and auditing insights,  
Illustrative and disclosure checklists.
- Assigning work to subordinates, assisting them, monitoring their progress  
And working towards achieving set deadlines.
- Keeping managers and partners up to date with the progress of the audit

REAL TECH COMPUTER CO P.V.T LIMITED  
COLOMBO, SRI LANKAN  
EXPERIENCED ACCOUNTANT ASSISTANT 04/2018

- Performed analytical procedures and analysis to verify the assertions of  
Financial statement captions.
- Organized and maintained financial records and periodic inspection of  
Accounting books and practices.
- Performed control reviews and prepared documents for filing purposes.

KAINGLOBE AUDIT FIRM ASSOCIATE  
DEHIWELA, SRI LANKAN  
EXPERIENCED AUDIT AND ACCOUNTANT ASSOCIATE 06/2019

- Check compliance of clients with statutory and legal requirements.
- Communicate to the client on any accounting or audit – related issues.
- Provide guidance to other members of the audit teams on the performance  
Of their duties and review of their work.
- Preparing an audit file in accordance with ISA and KAINGLOBGE Audit  
Methodology.

EKB TRAVEL AND TOURISM L.L.C  
DUBAI, AL-TAWAR, UNITED ARAB EMIRATES  
EXPERIENCED ACCOUNTANT 01/2024

- Preparing financial & management accounting and accounting (payroll  
Receivable), bank reconciliation, accountin3g errors, accounting ratio  
Petty cash book, cash account, general ledger account etc..

EXTRA - CURRICULAR ACTIVITIES

- Member of school band team
- Member of school cricket team
- Member of school football team
- Treasurer of school Islamic Society
- Member of school community
- Service society

LANGUAGES

English  
Tamil  
Sinhalese  
Malayalam  
Hindi  
Arabic : Learner  
Telungu

INTERESTS

Film making and Directing  
Animations  
Digital video creating  
Scripts writing  
Screen playing  
Music  
Dancing and Acting

HOBBIES

Playing cricket  
Foot ball  
Volley ball  
Reading books  
Travelling  
Driving  
Swimming  
Painting  
Bike riding

NON RELATED REFEREES

MR. KAISAR NAJIMUDEEEN  
Manager

Tax & business service  
Deloitte, Papua new guniea

Contact - +675 308 70000  
Email - knajimudeen@deloittee.com.pg

MR. LASITHA TENNAKOON

Financial Service Audit  
KPMG Ireland

Contact - +353 87 050 4361  
Email - lasitha.tennakoon@kpmg.ie

PROFESSIONAL OTHER WORK EXPERIENCE

EMIRATES GROUP (CURRENTLY WORKING) 02/2024- PRESENT  
EMIRATES FLIGHT CATERING CO L.L.C  
DUBAI INTERNATIONAL AIRPORT TERMINAL 1, UNITED ARAB EMIRATES

- Flight Preparation Operation Department - Currently working  
(Internal Department and External Department)

MAKE MY JOURNEY TRAVEL AND TOURISM 01/2023  
UKB GROUP - (EQUATOR TRAVEL MANAGEMENT, MAKE MY DOC)  
DUBAI, MUHAISINAH 2 (MADINAH MALL), UNITED ARAB EMIRATES

- Airline tickets- GDS (Amadeus, Galileo), electronic tickets and Connection With agent to agent and business to business.
- Immigration work- visit visa, resident visa, golden visa, partner visa, sponcer Visa, house maid visa, investor visa services.
- Labour work- job offer letter, mohre work.
- Government organization work- Amer, Tasheel, Ded economic, police Clearance certificate, repatriation services, thawjeeh services.
- Insurance services- individual, company, employer.
- Travel packages- middle east and Europe
- Hotel booking- Middle east and Europe
- Europe countries visa consultant
- Passport new and renewal assistance

SCHOOL EDUCATION AND COLLEGE QUALIFICATION

ORDINARY LEVEL (Plus one has passed successfully) December - 04<sup>th</sup>/2015  
AL- AZHAR NATIONAL COLLEGE SRILANKA (HIGH SCHOOL)

- Has successfully passed in plus one examination at 2015  
Ordinary level completed (Plus one passed)  
Index number - 50647970

ADVANCED LEVEL (Plus two has passed successfully) August - 08<sup>th</sup>/2019  
AL- AZHAR NATIONAL COLLEGE SRILANKA (HIGH SCHOOL)

- Has successfully passed in plus two examination at 2019  
Advanced level completed (Plus two passed)  
Index number - 7637349

PROFESSIONAL INTERNAL UNIVERSITY QUALIFICATION

- Bachelor of Commerce - B.com (Business and Accounting & Finance) - 2019
- AAT of Colombo - Association of accounting technician (MAAT of member) - 2015
- Advanced Higher National Diploma in Accounting and Finance
- CMA, ACCA, CA level one has completed and reading (Sri Lankan University )
- Master of Business and Finance - Applied in Dubai & Reading (UK university)
- Chartered Management Accountant - (USA) Applied and Reading
- Association of Certified Chartered Accountant - (ACCA) - Applied - 2023

PROFESSIONAL EXTERNAL UNIVERSITY QUALIFICATION

- IATA/UFTAA (Canada)- Has Successfully Passed and Completed at 2019.
- Diploma in Airline and Aviation has Successfully Passed and Completed at 2018.
- Bachelor of Computer Science - Has Successfully Passed in Distinction at 2017
- Advanced Higher National Diploma in Information and Communication Technology at 2017 (Computer- Hardware, Network, Software)
- National Vocational Training of Information and Communication Technology- Hardware, Software, Network
- Certification of Hospitality Management in Emirates Group in Dubai, Terminal one, United Arab Emirates
- Advanced Higher National Diploma in Software Engineering - (Government University) - 2017
- BSc in Software Engineering Reading - UK (Esoft Metro Campus) United Kingdom- 2023