

Mufitha Musthafa

ACCOUNTANT/ADMIN



Dubai, UAE

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mufithafithu@gmail.com,

Dedicated and detail-oriented individual with 4+ years of experience in HR, Admin and Accounts departments. Skilled in managing human resources functions such as recruitment, employee relations, training, and payroll processing, ensuring smooth organizational operations. Proficient in financial management, budgeting, and reporting with a proven ability to maintain accuracy and compliance in accounting procedures. Adapt fostering positive workplace environments and streamlining administrative processes. A results-driven team player with excellent problem-solving, organizational, and communication skills, committed to contributing to organizational success.

AREAS OF EXPERTISE

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|----------------------------|--------------|--------------------------|
| • Financial Reporting | • MS Office | • Administrative Support |
| • Accounts Reconciliations | • Tally | • Communication |
| • Payroll Processing | • Peachtree | • Data Management |
| • VAT Filing | • EasyBiz | • Event Coordination |
| • Payments and Follow-up | • Zoho books | • Customer Service |

PROFESSIONAL EXPERIENCE

Ansar English School, Thrissur, India

HR Executive

2023–2024

- Managed employee relations and grievance handling, reducing internal conflicts and boosting.
- Oversaw payroll processing and benefits administration, ensuring accuracy and timely payments for employees.
- Created and implemented policies for workplace compliance, ensuring adherence to labor laws and organizational standards.
- Analyzed employee performance data and developed action plans for improvement, increase in employee engagement.
- Conducted exit interviews to gather feedback, reducing turnover rate through targeted retention initiatives.
- Collaborated with department heads to assess staffing needs.

PRS TRADING COMPANY, Thrissur, India

2020–2022

Admin cum Accountant

- Organizing and managing company files and documents.
- Handling phone calls and emails professionally.
- Scheduling meetings and managing administrative tasks.
- Manage monthly, quarterly, and annual closing processes to ensure timely and accurate financial reporting.

- Reconcile accounts payable and receivable to maintain accuracy and reduce discrepancies.
- Develop budgets and forecasts to aid in financial planning and reduce budget variances.
- Ensure compliance with tax regulations and prepare tax returns to minimize tax liabilities and avoid penalties.
- Assist in the preparation of financial analysis and reports to support management's decision-making.

HBS, Riyadh, KSA

HR Cum Accountant

2016–2018

- Processed payroll for all employees, ensuring timely and accurate payments while maintaining compliance rate with labor laws.
- Managed employee onboarding processes, coordinating orientation sessions and document verification for over new hires annually.
- Administered benefits programs including health insurance and retirement plans, effectively reducing employee inquiries related to benefits.
- Monitored attendance records and tracked employee leaves to maintain accurate attendance data, reducing payroll errors.
- Coordinated recruitment activities by posting job openings, scheduling interviews, and conducting pre-screening, resulting decrease in hiring time.
- Oversaw monthly financial reports by reconciling accounts, maintaining records, and preparing balance sheets, achieving accuracy rate in financial statements.
- Processed accounts payable and receivable by verifying invoices, payments, and expenses.
- Updated employee records in HR and accounting systems, ensuring all data was accurate and up-to-date.

EDUCATION

UNIVERSITY OF BHARATHIAR, TAMILNADU

June 2018

MBA in Human Resource Management

UNIVERSITY OF CALICUT, KERALA

April 2013

B.com in Computer Application

LANGUAGE SKILLS

- English (Advanced)
- Malayalam (Native)