



MAHMAD SALEEM MULLANAVAR

Executive Accountant

PROFILE



+971-522606846



mahmadsaleemmullanavar@gmail.com



Dubai

LANGUAGE

- English
- Hindi
- Arabic

STRENGTHS

- Management Skills
- Leadership
- Accounts handling
- Negotiation
- Critical Thinking
- Leadership

PERSONAL INFORMATION

- Birthday: 01 .04.1996
- National: Indian
- Marial Status: Unmarried
- Visa Status: Employment Visa

EXPERIENCE

Executive Accountant
SKY DIGITAL LLC, Dubai
12-2023 - Currently

- ·Providing support to the Accounting Department.
- ·Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- ·Handling communications with clients and vendors via phone, email, and in-person.
- ·Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- ·Preparing financial reports.

SECURITY GUARD/ CCTV OPERAROR
EAGLE FORCE GENERAL SECURITY SEVICES LLC
11-2021 - 11-2023 Dubai , united Arab Emirates

- ·Installing security systems and controls. Inspecting and patrolling premises regularly.
- ·Monitoring surveillance cameras and reporting suspicious behavior. Communicating with law enforcement, fire departments, and emergency medical personnel.
- ·Monitoring public access and ensuring the security of all personnel and visitors.
- ·Assisted & handled calls from guests with their concerns regarding lost & found and other security related queries.
- ·Responding to alarms and analyzing security footage. Apprehending trespassers and perpetrators.
- ·Maintaining an activity log and preparing surveillance reports.

STORE MERCHANDISER
UNIONCOOP SUPERMARKET
06-2018 - 07-2021 Dubai , united Arab Emirates

- Receive merchandise and count it physically and electronically in order to ensure accuracy of information
- Inspect the quality of the products and report the discrepancies to store manager / assistant store manager about damaged
- Assist the sales staff in replenishing stocks on the shelves in order to ensure availability of products at all times
- Flexible to work for extended hours during the Sale

EDUCATION

SECONDARY EDUCATION (HIGHSCHOOL)
YTSS, Yellapur Taluk Shikshan Samiyi
India