

ABDUL MUFTHAR

Accountant

Objective

Dedicated and experienced accounting professional with proven success managing finances for mid- size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

Experience

Since 18/07/2019	Pushpa global general trading Accountant
08/05/2016- 08/07/2018	Darajah general trading Supervisor

Education

2009-2010	Sslc
2011-2012	Higher secondary education
2012-2015	Bachelor of commerce

Job overview

- Worked involving recording of events up to final preparation of financial statement
- Recheck the accounting statement
- To identify errors in calculations and entries
- To report to the manager if there are any faults found
- Done bank deposits
- Prepared general ledger accounts
- Maintained record of daily activities and reported to manager
- Validation and submission of quarterly VAT returns

Language

English - fluent in speaking, writing and reading
Malayalam-fluent in speaking,reading and writing
Hindi-fluent in speaking and reading
Tamil-fluent in speaking

Declaration

I hereby declare that the above mentioned information and details are complete and true to the best of my knowledge



Contact



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Building , Al nahda Sharjah

Personal details

Date of Birth : 30/10/1993
Marital status : Married
Nationality : Indian
Passport no : M1371289
Visa status : permanent visa
Automatic Driving License holder

Skills

Strong verbal communication
Risk management process and analysis
Attention to detail
Knowledge of tally
Knowledge of Microsoft office
Accounts payable/Receivable
Spreadsheet proficiency
Decision making
Problem solving

Interests

Participating in social activities
Explore and experience new
culture and environment
Reading
Gaming