

MUHAMMAD SAJID MUSTAFA

Accountant

Phone

+973-3920-7290;
+973-3633-1998

Email

h.sajid.mustafa@gmail.com
m.sajid.mustafa83@gmail.com

Address

Tubli, Bahrain

LinkedIn

<https://www.linkedin.com/in/muhammad-sajid-mustafa-368451318>

About Me

With over 10 years of accounting experience Highly analytical, result-driven accountant skilled at working quickly and accurately under deadlines.

Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable and providing executive administrative support. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

Skills

- Administrative support
- Data Entry and analysis
- Book keeping
- Budgeting
- Proficiency in Microsoft office
- Excellent Communication skills
- Excellent attention to detail and accuracy

languages

English
Urdu
Arabic

Reference

Mohammad Siddique
+973-3403-2760

Saqib Mohammad Siddique
+973-3966-1412

Experience

Accountant General Feb 2017 - present
MSD Trading & Olympia Garage

Preparing financial reports
Managing bank accounts and reconciling bank statements on daily basis
Annual budget calculation
Quarterly VAT calculations.
Preparing Job cards
Managing the workflow and operation within the Garage
Management of everyday automotive operations.
Overall Supervision of all given tasks to employees
Customer dealing and satisfaction
Payroll Administration

Accountant Jan 2013 - May 2015
SMS Construction

Prepare financials monthly and update daily
Balance checking accounts on daily basis and reconciling bank statements
Annual budgeting
Protecting organisation's value by keeping information confidential

General Banking Officer Jan 2007 - Oct 2012
MCB Bank Ltd, Pakistan

Review of Daily Systems/Computer Exception Reports
Daily closing of Banking books
Checking of KYC-AML Violation in terms of Bank's Approved Policy & Procedures.
Fund Transfer, Inter Branch Transactions & Test Key Operations

Education

Bachelor of Commerce April 2003 - March 2005
University of the Punjab, Lahore

Higher secondary (Pre Medical) April 2001 - March 2003
BISE Lahore