



MOHAMMED NIDAL HABEEL MUSTAFA ACCOUNTANT

EDUCATION

PONDICHERRY CENTRAL UNIVERSITY

Master of Business Administration in Human Resource Management. [2017-2019]

KANNUR UNIVERSITY

Bachelor of Business Administration in MES College, Kuthuparamba, Kerala. [2011-2014]

Senior Secondary

MMHSS, Thalassery (HSE Board) in Science Stream. [2011]

Secondary School

St. Joseph's Higher Secondary School, Thalassery (State Board) in 2009.

WORK EXPERIENCE

ACCOUNT ASSISTANT - ALBAIK RESTAURANT GROUP 2015-2017

[Kerala]

- Manage and record day to day transactions.
- Monitored and recorded company expenses.
- Ensuring all supplier invoices are filed accurately and timely.
- Managed accounts payable, accounts receivable, and payroll documents.
- Monitor and review of outstanding invoices with resolution of queries.
- Prepared annual company accounts and reports.

SKILLS

- Pro active and result oriented.
- Solid planning and organizational skills.
- Experienced and efficient in solving group conflicts.
- Posses outstanding time management skills.
- Multitasking ability.

SOFTWARE ACCOUNTS

- E-Accountant [Tally, MS Excel, Quick Books, Peach Tree]
- SAP [R/3 FICO, Business One]

OBJECTIVE

To gain exceptional work experience and exposure for further career developments.

CONTACT

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ADDRESS :

FLAT NO : 24

PALACE ROAD

RAS RUMAN.

PERSONAL INFORMATION

Date of Birth : 09/04/1993

Religion : Islam

Nationality : Indian

Father's Name : Dr. C O T Mustafa

HOBBIES

Travelling,

Playing cricket and football