



CURRICULUM VITAE

MUSHTAQ AHMED
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CAREER OBJECTIVES:-

To join the organization within a large & small operation of good repute and grow with it. The organization that offers motivating and learning environment for achieving the company goals and at the same time developing own personality.

STRENGTH:-

- ▶ Hardworking and committed towards accepting challenges.
- ▶ Quick learner with patience.
- ▶ Responsible person.
- ▶ Dependable, disciplined & honest.

EDUCATIONAL QUALIFICATION:-

- ✚ Masters Degree in Commerce (M.Com.) from Osmania University, Hyderabad, (India) in June 2002.
- ✚ Bachelors Degree in Commerce (B.Com) from Osmania University Hyderabad, (India) in April 2000 with 73% as aggregate.

SOFTWARE SKILLS:-

Post graduate diploma in management information system & computer applications
(**PGD MISCA**) from osmania university,(India) in 2002.

Operating Systems	:	Ms-Dos & Windows 95,98,2000, millennium, Xp, & 8.
Software Packages	:	Ms-Office 2000, 2003, C, C++, Oracle 8, Visual Basic 6, & Internet Applications.
Accounting packages	:	Tally 6.3, 7.2 & 9, Focus5, Peach tree, Sage Accpac, Daceasy, Wings 2000 & E Travel

TECHNICAL SKILLS:-

- ❖ Diploma in Computer Hardware Engineering.

WORK EXPERIENCE:-

- Presently working in **SUHA TRAVEL & TOURS** as a Senior Accountant in ETask & TD Plus.

JOB PROFILE: (2016 to till date)

Responsible for entire accounts from tickets entries to Finalisation & Accounts Closing.

Tickets entries & invoice generation. Cash & Bank reconciliation, BSP reconciliation, Accounts receivables follow-up, receipt entries & reconciliation. Payments preparation, supplier reconciliation & remittances to IATA & other suppliers. Staff Payroll, VAT report preparation, MIS report preparation, Monthly & yearly closing of accounts. Assist in Annual Audit of accounts.

- Worked in **AL FANAR TRAVEL** as an Accountant from July 2009 in Oracle's E-Travel package.

JOB PROFILE: (2010 to 2016)

GSA-Accountant for fly dubai airlines. Collection of counter sales & sub-agents top up amount & entering in etravel & updating their account in online portal of fly dubai system. Remittance of funds to fly dubai head office (dubai) through bank. Liaison with banks & fly dubai top up team to get the funds in our account in the required time frame. Receipt entries of top up in accounting package on daily basis. Reconciliation of GL Account for fund transfers to fly dubai account with our books. Reconciliation of counter ticket sales.

Responsible for account receivables, reconciliation of debtors account, following up with debtors for payment & preparation of aging analysis report. (From 2010 to 2012)

Reconciliation of trade creditors of Non BSP i.e. Fly Dubai, Bahrain Air, Air India, Air Arabia. Preparation of Bank Reconciliation Statements & liaisons with banks. (From 2010 to till date)

Responsible for billing & invoicing to the customers by proper checking & reviewing of LPO's as per contracts. (From 2009 to 2010)

Assisting Finance Manager in monthly accounts closing & MIS. Take over responsibilities of Finance Manager in his absence.

- Worked as an Accountant in **BEXAIR** (Bahrain Executive Air Services Co.) an executive charter flights company. In Sage ACCPAC Accounting package. From May '07 to May'09

JOB PROFILE:

In-charge of accounts payable of local & foreign suppliers. Responsible for the purchase section. Analyzing of purchase invoices from global & local suppliers. Responsible for the purchase invoices booking for releasing the payments. Preparation of payments against the approved purchase invoices.

Reconciliation of supplier's account & assisting finance manager for the ageing payable reports & finalization of books of accounts. From May '07 to Mar '08.

In-charge of Credit Card Section & Responsible for Cash Float transactions. Applying, issuing & cancellation of cards to credit card companies. Monitoring & control of each & individual account of credit cards & cash float of management & captains (pilots). Analyzing & reconciling of credit card statements. Preparation of payments & updating the transactions into the Focus accounting software. From Mar'08 to May '09.

Assisting finance manager for accounts finalization.

- Worked as an Accountant in **BATSCO Security Services**, tubli, Kingdom of Bahrain. (From Feb-07 to Apr-07)

JOB PROFILE:

Maintaining of operational transactions of guarding service, cash in transit service, ATM service Etc. preparing of invoices of operation services, maintaining the outstanding of debtors & creditors, preparation of staff payroll, maintaining of petty cash., Entering of receipts & payments by debit & credit vouchers, preparation of bank reconciliation statements & preparation of income & expenses & balance sheet in computerized accounting software Tally 9.

- Worked as an Accountant in **ISLAND FOODS WLL**. Buri, Bahrain. (From Mar-06 to Jan-07)

JOB PROFILE:

Preparing of sales invoices from sales order or LPO's, Entering of purchase invoices, maintaining of stock inventory by giving the stock inventory report to the management on daily basis, Entering of receipts & payments by debit & credit vouchers, maintaining of payroll to staff, maintaining of cash & bank accounts by cash & bank, receipts & payments, maintaining of sundry debtors & creditors according to outstanding balances & period of credit days. Preparation of Bank Reconciliation Statement, Profit & Loss account and Balance Sheet. Manually & Computerized Peach Tree Accounting Package

- 1 year relevant experience of an Accountant (Computerized package in Tally 7.2) in **Komal Agrotech Pvt. Ltd.** Hyderabad. (India). (Feb-05 to feb-06)
- Worked as Computer Hardware Engineer in Malaysia **CSG WIN SDN BHD**.Jalan klang lama. Darul ehsaan. Selongor. Malaysia. For 1 Year.
- Worked as Accounts & Audit assistant in **Ghori & Co. Chartered accountants**. Hyderabad. (India). For 3 years. Phone no: 65700690.

PERSONAL PROFILE:-

Full Name	:	MUSHTAQ AHMED.
Father's Name	:	Syed Ameen.
Date of Birth	:	02-01-1978.
Place of Birth	:	Hyderabad (TS) India.
Religion	:	Islam.
Nationality	:	Indian.
CPR No.	:	780145194.
Passport No.	:	G 7623856.
Marital Status	:	Married.
Dependents	:	4 No's.

LANGUAGES KNOWN:-

➤ Read	:	English, Arabic, Urdu & Hindi.
➤ Write	:	English, Arabic & Urdu.
➤ Speak	:	English & Urdu.

HOBBIES:-

- ❖ Swimming
- ❖ Reading
- ❖ Making Friends.

MUSHTAQ AHMED.