Mustafa Noman

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Objective:

To obtain a suitable position related to Accounts and finance at a reputable organization where I can maximize my skills, quality assurance, and training experience. I always take responsibility as an opportunity.

Main Highlights:

- Thirteen Years' experience in handling accounts.
- Work effectively individually or as a team.
- Detail-oriented with strong organizational skills
- Part of **EXPO 2020** Volunteer's Team

Work Experience:

Sep 2014 – Present **Strata Global Community Mgmt Services** **Dubai, UAE**

STRATA GLOBAL GROUP **Strata Global Group** currently delivers Supervision and Management Services to Owners Association under the entity name of '**SG Community Management Services**"

General Accountant

Responsibilities

- Handling daily accounting functions includes account receivable, account payable, Bank reconciliation, Invoicing, client queries and Budget Reports
- Analytically review performance against the budgets, interpret results and provide to higher management for appropriate decision
- Performing periodic accounting books closing and review accounting documents

Dec 2009-Aug 2014 **MAZARS (Chartered Accountants)** **Dubai, UAE**

- MAZARS Mazars offers a full range of professional services including audit, accounting, and tax, advisory and legal services for a wide range of clients across the spectrum of industry sectors.

Senior Accountant

Responsibilities:

- Rendering professional accounting services to various companies belonging to manufacturing and service industries.
- Coordinating, organizing and managing month end accounting procedures to the level of financial statements preparation and presentation.
- Preparing audited draft for Profit and Loss Accounts, Statement of Changes in Equity, Balance Sheet, Statement of **Cash Flows** and Notes to Financial Statements.
- Assisted Audit supervisor in the process of auditing the financials of the clients.

May 2006 – Nov 2009 **Fadil Abdul Rahman Trdg Est** **Dubai, UAE**

Perfumes Manufacturers and Wholesalers

Fadil has a wide range of perfumes and cosmetics with several major brands to its credit – Dior, Sisley, Gucci, Emporio Armani, Cartier and also manufacturing their own products.

Accountant

Responsibilities:

- Maintaining Books of Accounts - Debtors, Creditors, Petty Cash, PDC, Payroll, Inventory etc.
- Followed-up on outstanding /receivables of local and outstation dealers and buyers
- Maintaining online Bank Accounts
- In charge of entire Office in absence of Chief Accountant.
- Assist the chief accountant in planning and directing work.

Qualification:

- Bachelor in Commerce from Mumbai university, India
- Appeared for Certified Management Accountant for Part-1

Other Skills:

- Skilled in Microsoft office (MS Word and Excel)
- Knowledge of Peachtree, Tally ERP 9 , Navision & Strata Max ERP,
- Fast learner & familiar with other related software
- Excellent typing speed.

Personal Data:

Date of Birth	:	17-Sept-1984
Nationality	:	Indian
Status	:	Married
Driving License	:	Light Vehicle
Languages Known	:	English, Hindi, Marathi, and Gujrati