



MOHAMED MUBASSHIR

(ADCBA / BBM)

CONTACT

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Visa Status : Freelance Visa

SKILLS

- Extensive knowledge of Ms Excel and other Ms office package.
- Good at computerize accounting software like **Quickbooks pro**.
- Ability to work well under pressure, highly flexible and adaptable
- Ability to work effectively with multicultural workforce
- Multi-tasking , self-motivated, energetic team player with a flexible and adaptable approach to work.
- Must have good practical organization skills, planning of resources and scheduling.

PROFESSIONAL SUMMARY

Practice office Administrator with 11+ years of experience manages office operation in fast-paced deadline-driven environments. Adept at developing and maintaining detail administrative and procedural process that reduces redundancy, Improve accuracy, and achieve organizational objectives. Skilled and working effectively with different department to coordinate information and resolve problems.

PROFESSIONAL EXPERIENCE

Accountant and Admin Assistant

KIA ORA GENERAL TRADING LLC - DUBAI, UAE - 04/2023 – Present

- Administer and maintain daily front office operation, including greeting clients, responding to phone calls
- Developed and implemented a well-organized filing system and introduced effective scheduling techniques.
- Maintaining account payables and account receivable
- Updating and checking of Accounts in QuickBook Online
- Managing payroll.
- Handling supplier payment, petty cash, postdated cheque and Cash flow.
- Checking, verification of bills payable, preparation of payment voucher
- Preparing monthly and annual reports

Sales and Marketing Executive

Al Nahdh Travels and Tourism - DUBAI, UAE - 01/2023 – 03/2023

- Apply consultative selling techniques to identify clients' needs.
- Assist in preparation of sales proposals.
- Follow up with clients to close sales.
- Generate sales leads.
- Maintain database of sales leads.
- Provide email, social media or telephone responses to customer enquiries.

EDUCATION

**ADVANCE DIPLOMA IN COMPUTER
BASED ACCOUNTING - FEB -
2022**

UNIVERSITY OF SRI JAYAWERDENEPURA -
SRI LANKA

**BACHELOR OF BUSINESS
MANAGEMENT (BBM)- SEP -2019**

UNIVERSITY OF JAFFNA - SRI LANK

**SECONDARY EDUCATION | HIGH
SCHOOL**

LOCAL GCE ORDINARY LEVEL - 2007

LOCAL GCE ADVANCED LEVEL - 2010

LANGUAGES

Tamil: Native language

English: C1

Advanced

Sinhala: C1

Advanced

SOFTWARE SKILL

Quick Book

Sage 50

Sage Evaluation

Tally ERP 9

SPSS Statistic

MS Office Suite

Accountant

Read more (PVT) Ltd - Colombo, Sri Lanka - 03/2020 - 11/2022

- Maintaining account payables and account receivable.
- Completing bank reconciliation of multiple accounts with large volumes.
- Updating and checking of Accounts in QuickBooks Pro Accounting Software.
- Checking, verification of bills payable, preparation of payment voucher.
- Handling supplier payment, petty cash, postdated cheque and Cash flow.
- Supporting Audit work.
- Handling tax payment and tax return filling works.
- Preparing monthly and annual reports.

Office Administrator and Assistant Accountant

Just Media Foundation - Colombo, Sri Lanka 05/2011 - 02/2020

- Administer and maintain daily front office operation, including greeting clients, responding to phone calls
- Developed and implemented a well-organized filing system and introduced effective scheduling techniques.
- Maintain and reconcile the company petty cash.
- Prepare and maintain the book of accounts, general ledger, sub ledgers, ensuring provisions, updating, closing trial balance, and finalization of accounts.
- Record daily cash and credit sales/purchase to update them into system
- Prepare reconciliation statements of banks, parties and inventories
- Liaising with banks and other stake holders
- Managing payroll.

DICLARATION

I hereby certify that the above particulars given by me are true and accurate to the best of my Knowledge. If I am offered an opportunity to serve as an employee in your esteemed establishment I can assure you that I shall always perform my duties with commitment & loyalty.