

# Sarullah Musalman

Accountant, Supervisor and Sales Executive

To excel in position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me, I can perform well in my fields, and I assure to uphold your quality standards, policies and procedures and I am a hard working Person, ability to work in a team and ready to co-operate.



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30917061

Po Box-30808, Doha, Qatar, Nepal

09 September, 1978

## WORK EXPERIENCE

### Teller /Sales consultant Travellex Qatar Q.S.C

04/2009 - Present

Achievements/Tasks

- Handling customer transactions and helping with account related inquiries
- Processing financial transactions promptly and accurately
- Promoting strong customer and client interactions, building relationships and participating in cross-selling, and offering new products and features
- Collaborating with the marketing department to prepare common strategies
- Setting targets for the sales department
- Attending trade exhibitions, conferences and meetings.
- Identifying current sales process bottlenecks and inconsistencies.

### Accountant

#### AL Ayadi Electrical Supplies Company (Qatar)

02/2007 - 03/2009

Achievements/Tasks

- Evaluating financial operations to recommend best practices, identify issues and strategize solutions, and help organizations run efficiently.
- Preparing and maintaining important financial reports.
- Managing balance sheets and profit/loss statements.
- Offering guidance on cost reduction, revenue enhancement, and profit maximization.
- Reinforcing financial data confidentiality and conduct database backups when necessary.
- Handling monthly, quarterly and annual closings.

## EDUCATION

### Master of Business Studies (MBS) Tribhuvan University

05/2017 - 06/2019

Courses

- Financial Management

Kathmandu

### Bachelor of Business Studies (BBS) Tribhuvan University

05/1997 - 06/2001

Kathmandu

## SKILLS

Accounting

Communication

Leadership

Time Management

Customer Services

MS Office(Excel, Word, Powerpoint)

Tally

Project Management

Invoicing and Payments

Problem Solving

Hard Working

## PASSPORT DETAILS:

Passport No. : 08021112

Date of issue : 03/11/2014

Date of expiry : 02/11/2024

Place of issue: : Nepal

Visa status : Employment visa, Ready to Transfer

## LANGUAGES

English



Arabic



Urdu



Nepali



Hindi



## INTERESTS

Reading

Travelling

Volunteer Work

Writing

Shopping