

MD Gulam Mustafa

Teller/Admin Cum Accountant



I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

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📍 Doha, Qatar

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📞 +974-70940363

📅 30 December, 1991

WORK EXPERIENCE

Assistant Accountant

New Jalpa Iron Store

2019 - 2023

Nepal

Achievements/Tasks

- Marinating books of account in Swastik Gold Software.
- Filling Vat return entry for IRD Managing invoices.
- Handling day-to-day accounting activities.
- Visiting statutory bodies for accounting related works

Administrator

New Jalpa Iron Store

2017 - 2018

Nepal

Achievements/Tasks

- Determine and establish office procedures and routines Schedule and confirm appointments.
- Answer telephone and relay telephone calls and messages.
- Answer electronic enquiries Compile data, statistics and other information.
- Order office supplies and maintain inventory Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.
- Set up and maintain manual and computerized information filing systems Type and proofread correspondence, forms and other documents.

Teller

International Money Express

2010 - 2011

Nepal

EDUCATION

Master of Business Administration

Jawaharlal Nehru Technological University

2014 - 2017

Hyderabad, India

Bachelor of Business Administration

Jiwaji University

2011 - 2014

Gwalior, India

Intermediate (Management)

Model Higher Secondary School

2008 - 2010

Nepal

SKILLS

Diploma in Computer Application

Tally Accountant

MS-Office

Email-Internet

Cash handling

Rapid 10-key data entry

Savvy relationship-builder

Goal-oriented

Self-sufficient

People-oriented

Excellent time management skills

Positive

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Arabic

Elementary Proficiency

Nepali

Native or Bilingual Proficiency

PERSOANAL DETAILS

Nationality: Nepalese

Passport No: PA1039184

Passport Expiry: 15/12/2032

Marital Stauts: Married

QID: 29152446807

QID Expiry: 31/01/2024

Visa Type: Company/Transferrable

INTERESTS

Quick Learning

Reading Magazine