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# JALALUDDIN MUSALMAN

**Accounts Assistant / Office Assistant** 📍 Doha, Qatar | 📞 +974 7748 1077 | ✉️ [jalaluddinkhan160@gmail.com](mailto:jalaluddinkhan160@gmail.com)

## PROFESSIONAL PROFILE

A motivated and detail-oriented professional with a background in Management and hands-on experience in the Qatari market. Seeking an **Accounts Assistant** position to leverage my skills in financial record-keeping, data entry, and office administration. Committed to maintaining high standards of accuracy and confidentiality while supporting the efficient functioning of a finance department.

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## TECHNICAL SKILLS

- **Accounting:** Invoice processing, voucher preparation, and basic bookkeeping.
- **Software:** MS Office (Strong focus on Excel & Word), Data Entry.
- **Administration:** Document filing, record management, and office coordination.
- **Attributes:** Punctual, quick learner, and able to work under pressure.

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## WORK EXPERIENCE

**Accounts / Office Assistant** | Jameela Al Rayyan Décor – Qatar

- Managed daily data entry of financial transactions to ensure accurate record-keeping.
- Organized and filed invoices, receipts, and vouchers for easy retrieval and audit readiness.
- Assisted senior accountants in preparing daily reports and financial documentation.
- Handled general office administration tasks, ensuring a disciplined and organized workspace.
- Maintained strict confidentiality regarding company financial data and policies.

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## EDUCATION & CERTIFICATIONS

- **+2 (Higher Secondary) in Management**
- **Computer Accounting Course (8-Month Intensive Program)**

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## PERSONAL INFORMATION

- **Nationality:** Nepali
  - **QID Number:** 30052417907
  - **Visa Status:** Qatar Work Residence Permit (Transferable)
  - **RP Expiry:** 21 August 2026
  - **Languages:** Nepali, Hindi, Urdu, English (Basic)
  - **Availability:** Immediate Joiner
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## **DECLARATION**

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

**Place:** Qatar

**Date:** \_\_\_\_\_

**Signature:** (*Jalaluddin Musalman*)

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