

# Curriculum Vitae



## SYED MUSTAFA QUADRI

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### OBJECTIVE

To work with an organization which gives opportunity to utilize my skills and the best of my knowledge in achieving a common goal of the organization and bright personal career energetic and result oriented professional with over 10 year 3 months of hands on experience in accounts & Finance. Have a good understanding of manual and computerized accounting. A dedicated team player with demonstrated abilities, productive ideas, enthusiasm and out of the box thinking with practical work experience.

### Personal & Professional Profile

- More than Ten [10] years& Three [3] Months of Accounting & Financial analyzing.
- Good skills in financial accounting and understanding of Accounting Principles
- Ability to define problems, collect data, audit records, handling cash transactions.
- Preparing Cash flow statements, budgets, income statements, balance sheets
- Bank Facilities,Financial Covenants,Personal Guarantees,Corporate Guarantees
- Good exposure to audit of companies accounts and preparation of Reports.
- Proactive, intrinsic motivated & ability to work under pressure.
- Knowledge of various computer accounting and packages

### ACADEMIC RECORD

**M.B.A in Finance&H.R.**

### SKILL MATRIX

**Accounts Package :** Tally ERP – 9, Peachtree, Focus, SAP, Oracle, M.S Office  
**Office Automation :** Microsoft word, Microsoft Excel Extensive usage of E mail & Internet

### PROFESSIONAL EXPERIENCE

**Organization :** Al Rabia Marifath Company {Riyadh – Saudi Arabia}  
**Period :** {Jan – 2022 to Till Date}  
**Position :** Senior Accountant& Auditor Assistant

**Organization** : **Al TMKIIN Company- Riyadh {SaudiArabia}**  
**Period** : **{Jan – 2020 to August - 2021}**  
**Position** : **Senior Accountant& Auditor Assistant**

**Organization** : **Cogent E Services Pvt Ltd – Bangalore {India}**  
**Period** : **{Dec – 2018 to Dec –2019}**  
**Position** : **Senior Accountant Auditor Assistant**

**Organization** : **Al Bayan Holding Group – Riyadh {Saudi Arabia}**  
**Period** : **{April– 2015 to Nov 2018}**  
**Position** : **Senior Accountant&Auditor Assistant**

**Organization** : **ANTEL Construction LLC– Muscat {Oman}**  
**Period** : **{Apr – 2014 to March – 2015}**  
**Position** : **Senior Accountant/ Auditor Assistant**

**Organization** : **Active Secure System – Bangalore {India}**  
**Period** : **{July – 2012 to March – 2014}**  
**Position** : **Senior Accountant**

**Organization** : **Ugarit International Company –Dubai {U.A.E}**  
**Period** : **{June – 2009 to June – 2012}**  
**Position** : **General Accountant**

**Job Profile** :Preparing Cash flow statements, budgets, income statements, balance sheets, Bank Facilities,Financial Covenants,Personal Guarantees,Corporate Guarantees,Maintenance of books of accounts like journal Register, General ledger, Sales and Purchase Registers, Sundry Debtors and Creditors ledgers, Cross verification of Invoices, Journals, Cheque book counter files etc, Preparation & review of Account Payable and Receivable Statements. Collecting financial information & Finalization of books of account like Trial balance, Profit and loss account,Balance sheetPreparing Final accounts. Checking all books ofrecords and Assisting to Auditors.

#### Personal Details

**Date of Birth** : 18/04/1986.  
**Marital status** :Married.  
**Sex** : Male.  
**Languages Proficiency** : English, Hindi, Kannada, Telugu and Urdu.  
**Nationality** : Indian.  
**Hobbies** : Surfing on internet, Playing Cricket.  
**Visa Status** : Resident- Employments Visa  
**Passport No** : S7945609  
**Permanent Address** : D – No: - #537/A. 24<sup>th</sup> Ward. Near IT College Sirsinkall. Guru BhavanFunctionalHall, Bellary Road, Hospet – 583201. Bellary {Dist}

**Declaration**: - I hereby declare that above mentioned information is true to my knowledge.

**Date-**  
**Place:Riyadh**

**SYED MUSTAFA**