

MOUSIN MULLA

ACCOUNTANT

AL Muteena, Deira, Dubai

☎ +971 502024647 ✉ mousinmulla.acct@gmail.com 🔗 <https://linkedin.com/in/accountant-mousin-mulla>

PROFILE SUMMARY

B.Com (Honors) graduate with specialization in *Accounting, Finance and Management*, complemented by a Post Graduate Diploma In Computer Applications (PGDCA) And 20+ Certifications Proficient in **Tally with (UAE VAT, TAX), Corporate TAX, WPS, QuickBooks, Sage, Xero, Zoho Books, MS Excel, Advance Excel, MS Access, MS Word, MS PowerPoint, MS Power BI, Photoshop, Canva**, Data entry and Analysis, **AI, Generative AI, Prompt Engineering and AI Tools**. Currently holding a valid **UAE Visit Visa (60 days) and immediately available to join**. Seeking opportunities to leverage my diverse skill set and contribute to organizational growth in a dynamic and challenging professional environment.

EDUCATION

Nagaon GNDG Commerce College / Guwahati University

2020 – 2023

B.Com - (Honours)

Nagaon, Assam, India

EXPERIENCE

Construction Company (Freelance / Contract-Based) for PWD

Nov 2023 - Apr 2024

Role - Junior Accountant and Supervisor

Guwahati, Assam, India

- Managed financial transactions, AP/AR By using **Tally and Excel**.
- Processed contractor invoices, supplier invoices and payments, and maintained expense records.
- Monitored budgets, managed inventory, Stock and Godowns, and controlled project costs.
- Performed Bank reconciliations(BRS), RCM with senior accountants and generated financial reports.
- Maintained records of project timelines, achievements, and due dates.
- Supervised construction sites (Side 1 and Side 2), maintained labor and overtime records.
- Completed accounting and delivered the final 2 Product as Side 1 and Side 2 in six months.

CSR Initiative of DIAGEO INDIA / Orion Education Society

Jul 2023 - Sep 2023

Role - Trainee- Food And Beverage Service-Steward

Nagaon, Assam

- Developed strong **communication and interpersonal skills**.
- Maintained high standards of personal hygiene and professional appearance.
- Gained hands-on experience in cutlery and crockery management.
- Acquired knowledge about the Hospitality Industry and hotel operations, room categories, and table Setup.

COURSES

PGDCA (Post Graduate Diploma in Computer Application)

Dec 2022 – Dec 2023

: Accounting, Tally with GST, MS Office(Excel, Access, Powerpoint..), Photoshop, Typing.

CFC (Computer Foundation Course)

Apr 2018 – Jun 2018

Basic Computer, MS Excel, MS Word, MS Access, MS Powerpoint.

Food And Beverage Service - Steward

Jul 2024 – Sep 2024

About Tourism and Hospitality Industry, Table Setup, Customer Service.

TECHNICAL AND NON-TECHNICAL SKILLS

Accounting and Finance : Tally, QuickBooks, Zoho Books, Sage, Xero, ChatGPT, Advance Excel, GST, UAE VAT, CORPORATE TAX, MS Word, MS Access, Pivot table, Dashboards.

Industry-Specific Accounting Skills: Hospitality Accounting, Pharmaceutical Accounting, FMCG/Retail Accounting, Transport(GTA) Accounting, Manufacturing Work/Job Accounting, Construction Work Accounting, Self Help Group (SHG) Accounting, Mutual Fund Management Accounting, Project Management Accounting, Education/School Accounting, and NewsPaper Agency/Media Accounting.

Data visualization: MS Powerpoint, MS Excel, MS Power BI, Dashboards, Canva.

Artificial intelligence (AI): AI, Generative AI, Prompt Engineering, AI Tools (ChatGPT, Copilot, Claude, Llama, Gemini etc.)

CERTIFICATIONS

- PGDCA(Post Graduate Diploma In Computer Applications)- By NBCE (2022-2023)
- Tally ERP 9 for Accounting - By Mindluster(2025)
- Accounting Finance Course - By Mindluster(2025)
- Microsoft Excel for Accounting and Finance - By Mindluster(2025).
- ChatGPT for Management Accounting - By Mindluster(2025)
- Financial Accounting - By Great Learning (2025)
- Tally for Financial Accounting - By Great Learning (2025)
- Accounts Management Using Xero - By Alison (2025)
- Data Analyst 101:Excel Formulas and Functions - By Simplilearn/Powered By Microsoft(2025)
- Lookup Functions in Excel - By Simplilearn(2025)
- Excel Dashboard for Beginners - By Simplilearn/Powered By Microsoft(2025)
- Mastering Power BI - By Mindluster(2025)
- CFC(Computer Foundation Course) - By PVI(2018)
- ChatGPT for Data Analytics - By Simplilearn(2025)
- Business Analyst Assessment - By LearnTube/CareerNinja(2024)
- AI Tools and ChatGPT - By Be10X(2024)
- 1 MILLION PROMPTERS(AI, Generative AI and Prompt Engineering) - By Dubai Future Foundation (2025)
- Introduction to Generative AI Studio - By Simplilearn/Powered By Google Cloud (2025)
- Introduction to Image Generation - By Simplilearn/Powered By Google Cloud(2025)
- Introduction to Prompt Engineering - By Simplilearn(2025)
- Introduction to Generative AI - By Simplilearn/Powered By Google Cloud(2025)
- Introduction to Responsible AI - By Simplilearn/Powered By Google Cloud (2025)
- Food and Beverage Service-Steward - Issued By : Orion Educational Society / Skill India / NSDC/ CSR Initiative of DIAGEO INDIA(2024)

LANGUAGES

- **English, Hindi, Assamese, Bengali.**

PASSPORT AND VISA STATUS

- **Passport No:** W3848381
- **Visa Status:** Visit Visa (60 days) Available for Immediate Joining

DECLARATION

I hereby declare that the above information given by me is true to the best of my Knowledge.