

MOHAMMED MUSTHAFA SHAMSUDEEN

Abu Dhabi, United Arab Emirates

Email: mustafashamsudeen668@gmail.com | Phone: +971 50 595 5425

LinkedIn: linkedin.com/in/musthafashamsudeen1996



PROFESSIONAL SUMMARY

Analytical and results-driven finance professional with over 5 years of progressive experience across accounting, financial reporting, VAT compliance, and fund operations in the UAE and India. Semi-qualified CMA (US) with strong command over IFRS, GAAP, and UAE taxation. Proven ability to optimize financial processes, manage payroll systems (WPS), and support audits. Adept at leveraging tools like Tally ERP, QuickBooks, Excel, and Power BI to deliver accurate reporting and actionable insights. Currently pursuing the final part of CMA (US). Eager to contribute to a forward-thinking organization with a focus on strategic financial planning and operational excellence.

PROFESSIONAL CERTIFICATION

Certified Management Accountant (CMA-US) - Semi Qualified

- Passed Part 1 (Financial Planning, Performance & Analytics)
- Pursuing Part 2 (Strategic Financial Management)

PROFESSIONAL EXPERIENCE

ACCOUNTANT – SPLASH N PARTY RECREATIONAL PLAYGROUND LLC, DUBAI, UNITED ARAB EMIRATES (FEB 2022 – APR 2024)

- Managed full-cycle accounting and daily financial operations ensuring compliance with IFRS and UAE regulations.
- Prepared monthly financial statements (P&L, Balance Sheet, Cash Flow) with 100% on-time delivery to management.
- Oversaw accounts payable and receivable, improving collections and reducing outstanding dues.
- Handled VAT filings and ensured accurate compliance with UAE Federal Tax Authority guidelines.
- Handled bank reconciliations and resolved discrepancies in financial records, improving accuracy in financial reporting and reducing reconciliation time.
- Supported internal and external audit procedures with accurate documentation and timely submissions.
- Processed WPS payroll for 70+ employees, ensuring 100% accuracy in payments, deductions, and compliance with UAE labor laws.
- Played a key role in budget preparation, helping management control costs and improve forecast accuracy.
- Designed and deployed automated Excel templates for inventory, petty cash, and expense tracking.

SENIOR ANALYST – STATE STREET HCL SERVICES PVT LTD, TAMIL NADU, INDIA (DEC 2019 – OCT 2021)

- Reconciled custody and accounting data for global investment portfolios.
- Managed large volumes of financial data, including cash transactions and securities.
- Coordinated with banks, custodians, and Bloomberg to resolve discrepancies and ensure data integrity.
- Executed month-end processes including asset pricing, general ledger reviews, and reporting.
- Received “Best Senior Analyst Award 2020” for performance excellence and accuracy.
- Trained and mentored 4+ junior analysts on fund accounting standards, contributing to team skill development.
- Monitored NAV calculations and ensured timely delivery of reports to clients in accordance with SLAs.

**ASSOCIATE FUND ACCOUNTANT – BNP PARIBAS GLOBAL SECURITIES OPERATIONS PVT LTD,
TAMIL NADU, INDIA (SEP 2018 – DEC 2019)**

- Handled accounting for financial instruments such as equities, bonds, derivatives, and FX.
- Reconciled portfolio positions and cash balances with external sources.
- Processed month-end closures and analyzed fund performance reports.
- Investigated exceptions and resolved discrepancies to ensure reporting accuracy.

EDUCATION

Bachelor of Commerce – The New College, University of Madras, Tamil Nadu, India (2014 – 2017)

Higher Secondary School – Indian School Salalah, Sultanate of Oman (2013 – 2014)

SKILLS

Finance & Accounting:

- Financial Reporting (GAAP, IFRS)
- Budgeting and Forecasting
- VAT Filing and Compliance
- Cost Control
- Strategic Financial Planning
- General Ledger & Bank Reconciliation
- Internal Controls and Risk Management
- Variance Analysis
- WPS Payroll

Technical Tools:

- Tally ERP
- QuickBooks
- Microsoft Excel (Advanced)
- Microsoft Word & PowerPoint
- Power BI

ONLINE COURSES

- Excel Crash Course – Corporate Finance Institute (CFI)
- Reading Financial Statements – Corporate Finance Institute (CFI)
- Power BI – Great Learning
- ICWA India Foundation (2016)

LANGUAGES

- English – Full Professional Proficiency
- Tamil – Native
- Malayalam – Professional Working Proficiency
- Hindi – Professional Working Proficiency