

MOHAMMED BASITH



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Location : [Fujairah](#)

JOB PROFILE & SUMMARY

Overall, more than 1 Year of Sales and Accountant experiences covering areas such as Administration, delivering e-mails & messages, Processing payments and Data Entry.

I have vast knowledge, in usage of Computer, Software's and Mobile applications.

Capable Sales Officer successful at managing multiple tasks and consistently meeting deadlines under pressure. Extensive knowledge of Data entry, Finance and banking.

WORK EXPERIENCE

H&T GST Associates – INDIA

Position: **Jr Accountant**, Period: **Nov 2020 – Jan 2022**

- Meeting the customers and inform about the features of product.
- Collect the details of meeting customers.
- Follow up with customers and push them to purchase the products.
- Inform the new offers and Installments plans to customers.

- Collect the installments and cash on time.
- Try to achieve monthly targets
- Assist with the monthly close procedures
- Major responsibility is to assist with the preparation of financial statements and schedules according to corporate timelines.

LANGUAGE PROFICIENCY

Language Skills : English, Hindi & Malayalam

EDUCATIONAL BACKGROUND

- . Bachelor of Commerce in Computer Application - Calicut University India
- . SAP Finance & Controlling (FI-CO)
- . HIGHER SECONDARY (BOARD OF KERALA)

SKILLS

- Tally ERP 9.0
- MS Office
- Quick Book
- PEACHTREE
- SAP (FI&CO)

PERSONAL PROFILE

- Visa Status : Tourist Visa (UAE)
- Visa Expiry : 30th May
- Date of Birth : 1999
- Sex : Male
- Marital Status : Single
- Nationality : Indian
- Passport Number : S672
- Passport Expiry : 2028

DECLARATION

I do hereby declare that the above given statements are true to the best of my Knowledge.

Mohammed Basith.