

ABDUL BASITH

Accountant

Dedicated accountant with a strong foundation in financial management and a meticulous approach to data accuracy. Proven expertise in reconciling accounts, analyzing financial statements, and optimizing processes. Seeking a role to apply my skills in the financial industry and contribute to organizational growth.



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WORK EXPERIENCE

ACCOUNTANT

Tegrand Infotech LLP

02/2023 - 01/2024

Kerala, India

Achievements/Tasks

- Manage and oversee the day-to-day accounting activities, including but not limited to accounts payable, accounts receivable, and general ledger entries.
- Ensure accuracy and completeness of financial records through regular reconciliation of accounts and financial statements.
- Collaborate with cross-functional teams to gather financial information and support decision-making processes.
- Stay abreast of changes in accounting regulations and ensure compliance with relevant financial standards.
- Assist in the budgeting and forecasting processes to support strategic planning.
- Prepare financial reports and analyses to provide insights into the company's financial performance.

JUNIOR ACCOUNTANT

KC TRADERS

01/2020 - 01/2022

Kerala, India

Achievements/Tasks

- Maintaining daily sales and purchases in Tally Erp9 GST.
- Detail-oriented Technical Accountant with a strong background in Information technology. Skilled in managing IT billing, coding, and financial records.
- Keep and maintain track records of existing and new Clients.
- Assist in the day-to-day accounting activities, including accounts payable, accounts receivable, and data entry.
- Provide administrative support to the finance department, Process and verify invoices, receipts, and other financial documents.

EDUCATION

MASTER OF COMPUTER APPLICATION

CALICUT UNIVERSITY

2020 - 2022

BACHELOR OF COMPUTER APPLICATION

CALICUT UNIVERSITY

2017 - 2020

SKILLS

Ms word

Ms excel

Powerpoint

Peachtree

Microsoft office

Quickbook

TALLY ERP 9

Software Proficiency

Financial Analysis

Decision-Making

Integrity and Ethics

Customer service

Communication

Attention to Detail

PASSPORT DETAILS

PASSPORT NUMBER

U5153466

ISSUE PLACE

Calicut, India

Date of Expiry

12/02/2030

VISA STATUS

Visit visa

CERTIFICATES

PROFESSIONAL DIPLOMA IN COMPUTERISED
FINANCIAL ACCOUNTING (2021)

RUTRONIX

LANGUAGES

English

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Arabic

Elementary Proficiency

INTERESTS

Music

Movies

Travelling

Reading