



ABDUL BASIT.K.Y

JUNIOR ACCOUNTANT

Aspiring to secure a position in a reputable company where I can utilize my strong organizational and management skills to successfully execute complex initiatives and contribute to the company's competitive advantage. My goal is to continuously learn and grow while delivering exceptional value to the organization.

CONTACT

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ADDRESS : International City Dubai UAE

HARD SKILLS

- GCC VAT
- SAP FICO
- TALLY PRIME
- TALLY ERP 9
- MS OFFICE
- ACCOUNTS PAYABLE AND RECEIVABLE

SOFT SKILLS

- PROBLEM SOLVING ABILITY
- TEAM ORIENTED PERSONALITY
- ANALYTICAL THINKING
- TIME MANAGEMENT
- CUSTOMER SERVICE

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL

ACHIEVEMENTS

Distinguished **MBA Rank Holder** in Anna University - 2022

WORK EXPERIENCE

ACCOUNTANT & OPERATION EXECUTIVE
LULU FOREX PRIVATE LIMITED
OCT 2022 - NOV 2023

Key responsibilities:

- Maintenance of books of accounts
- Passing necessary Accounting entries related to day to day activities
- Preparation of Bank reconciliation statement, Branch reconciliation, MIS, fund position statement on a daily basis
- Management of petty and main cash, management of foreign currency stock
- Attending walk-in customers Provide support to the day to day and other operational activities of branches
- Provide support for the currency export and import Maintenance of various registers as prescribed by Regulatory/Statutory Authorities, proper filing of all vouchers & bills
- Ensuring strict compliance related to KYC/AML/CFT
- Follow all standard operational policies and procedures of the Company
- Complete all additional responsibilities as assigned by the Reporting Authority from time to time

EDUCATIONAL BACKGROUND

MASTER OF BUSINESS ADMINISTRATION (FINANCE AND MARKETING)
2020-2022
Overall of 89%

BACHELOR OF BUSINESS ADMINISTRATION (COMPUTER APPLICATION)
2017-2020
Overall of 75%

PROJECTS

- A STUDY ON CONSUMER BUYING BEHAVIOUR IN AM WINGS HONDA
- CUSTOMER SATISFACTION AMONG E-BUYERS IN PALAKKAD