ABDUL BASITH MK

# A C C O U N T A N T / C A S H I E R

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INDIA/KERALA

# About Me

Highly skilled and experienced accounting and finance professional with over 5 years of expertise. Proven track record in effectively managing company profit and loss, demonstrating proficiency in payroll, general ledger maintenance, and financial analysis. Dealing with customers. Maintained day to day cash and payments accurately.

# Education

Bachelor of Commerce

Calicut university

2017 - 2020

Plus Two

Higher secondary education

2015 - 2017

# Skills

ODOO/SAP ERP Creativity Management Sales

Cash handling

# Language

 English  Arabic  Hindi

 Malayalam

# Experience

Accountant/Cashier/SALES Executive

***2020 – 2024***

White Stone International LLC [Oman] Ceramics &Building Materials

 Successfully handled cash operations, customer service and sales  Greeted customers upon entry, provided product knowledge and

assistance, and rang up purchases.

 Processed a high volume of payments accurately and efficiently.

 Reviewed and maintained accurate records and schedules to ensure data integrity.

 Skillfully managed payroll and maintained purchase and sales registers.

 Ensured meticulous recording of cash transactions and maintained financial accuracy.

 Conducted thorough bank reconciliation statements.

 Led the preparation and finalization of comprehensive books of accounts.

 Played a key role in developing and implementing robust accounting procedures and systems.

 Building client relationships, developing and implementing sales strategies, closing deals, meeting market demands, and mentoring sales teams.

 A good communicator with strong presenting and soft skills, as well as strong marketing management, logic, and problem-solving ability.

Accountant

***2020***

ATK Enterprises (Ceramics &Building Materials) INDIA

 Skillfully managed payroll and maintained purchase and sales registers.

 Ensured meticulous recording of cash transactions and maintained financial accuracy.

 Conducted thorough bank reconciliation statements.