

ABDUL BAZITH

Summary

Dynamic accounting and public relationship office professional with 3 years' experience in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations. Experienced in managing financial records and preparing accurate reports. Excel at streamlining accounting processes and identifying cost-saving opportunities. Consistently deliver timely and accurate financial information to support business

Experience

December 2021 - January 2024

BUSINESS BAY SOLUTIONS FZE. - Sharjah, United Arab Emirates

Public Relationship office

Managed accounts payable and receivable, ensuring timely and accurate processing of transactions

Prepared financial statements, including balance sheets, income statements, and cash flow statements, resulting in timely reporting

To process, distribute and manage the visa applications, visa renewals, medical reports, passport expiries and transfer processes of all visa and immigration applications

Process all applications in the system for labour contracts via Ministry of Labour for new and existing Employees ensuring all records for the company on the Labour system are up to date and within the quota

Maintain all labour contracts, Emirates ID, passport with visa copies and photos on the HR network and employee files

Provide general PRO support to departments for any activity involving the local authorities, including responsibilities for business licenses, permissions etc

Process police permissions, NOC and other government required documents



Contact

+971 502032458

abdulbasith3567@gmail.com

Dubai , United Arab Emirates

Highlights

Microsoft Office
Negotiation skills
Guest experience
Check-in and -out processes
Service coordination
Guest reservations

Education

12/2016

The New College CHENNAI, INDIA

Bachelor of Commerce CS

Languages

English - Fluent

Tamil - Native

Malayalam - Beginner

Hindi - beginner

Personal information

Date of birth: 05/30/95

Gender: Male

Nationality: India

Marital status: Married

Visa status : Immediately Available
(Visit visa Valid till 15 MAY 2025)

February 2019 - August 2021

Accord Puducherry - Puducherry, India - **Guest service agent**

- Provide exceptional customer service to all guests and ensure their needs are met promptly and efficiently.
- Handle guest check-ins and check-outs, including verifying guest Professional Summary Work History information, assigning rooms, and processing payments.
- Handle guest inquiries, complaints, and requests, and resolve issues promptly and professionally.
- Assist guests with luggage and other requests, such as arranging transportation or recommending local attractions.
- Maintain accurate records of guest information, room status, and financial transactions.
- Ensure the cleanliness and maintenance of the front desk area and lobby.
- Answer phones and transfer calls to appropriate departments or staff members.
- Coordinate with other hotel departments, such as housekeeping and maintenance, to ensure guest needs are met.

October 2018 - December 2019

EQUITAS SMALL FINANCIAL BANK - Pondicherry, India

Sales Officer

Execute a wide range of Business Banking initiatives

Ensure all sales tools such as sales force automation and lead generation processes are executed effectively

Develop productive relationships with internal and external partners

Develop a leadership and coaching culture to ensure succession, continued advancement, and a drive of constant development of those at all levels of the sales force

Create a culture of exceptional focus on the customer

Works with Business Banking Officers on appeals, overrides, and pricing exceptions within the lending process

Manage and provide leadership to the Business Banking Area Managers to include small business deposits, lending and fee income products and services

Day to day Direct Sales Management of Business Banking Officers to achieve business lending, deposit & Fee Income goals to include activity and pipeline management