



# A. BASITH ALI B.COM

## Career Objective:

To obtain a challenging position in Accounting and Financial environment in a Company where my accounting and financial skills could contribute to help the organization succeed and provide me the path to learn and grow in my career.

## Personal Data

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basith301@gmail.com  
Hor al anz –deira Dubai

DATE OF BIRTH: 28<sup>TH</sup> APRIL 1983  
NATIONALITY : INDIAN  
PASSPORT NO : Z6707174

## Education

**B. Com, (Computer Application)**  
M.S.S WAKFBOARD COLLEGE  
(2003-2006)

## Software Skills

- MS Word,
- MS PowerPoint
- MS Excel.
- Mycom POS
- Focus
- Tally ERP9

## LANGUAGE

- English
- Tamil

## Work Experience

### Assistant Accountant cum Documents Controller

Al Furqan Trading Group LLC, Dubai-UAE

May 2010 – May 2015 - **5 Years**

Dec 2018 to Jan 2023 - **4 Years**

### Marketing

MTS MOBILES, Ramnad, India.

(From- 2008 - To- 2010) - **2 years**

### Salesman with cashier

A&B Super Market, Malaysia

(From Dec 2015-Dec 2016 - **1 year**

## Key Responsibilities

- Post and process journal entries to ensure all business transactions are recorded, maintain financial records, and journal entries for posting into accounting system.
- Maintaining customer accounts, working with a billing system generating invoices, collecting payments, posting receipts in a timely manner, raising & sending invoices to customers.
- Entering invoices into the accounts payable system, processing payments. Checking & verifying invoices, preparing cheques for payment.
- Manage Petty Cash entries and post entries of daily operation expenses and other expenses.
- Prepare monthly bank reconciliation statement and ensure reconciling items are cleared on a timely basis.
- Prepare salaries with overtime, Preparation of WPS report and submission for salary release.
- Data Entry and Maintenance Input and update data in databases, including customer information, sales records, and inventory data. Perform regular data audits to identify and correct errors.
- Prepare periodic return of VAT by reviewing the return and ensuring proper supporting documents for the VAT returns.
- Manage documentation and filing systems for financial records to support operational efficiency and data retrieval.

### Declaration:

I hereby declare that the statements furnished above are true and complete to the best of my knowledge and belief.