

SHAIK MOHAMMED TAHER BASHA



VC ENGINEER & ADMINISTRATIVE
ASSISTANT

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Nationality
Indian

Total Work Experience
3 years 1 month

Language
English, Arabic, Hindi

Address
2-17 Guvvalacheruvu(V)
Ramapuram(M) Kadapa
Andhra Pradesh 516504,
India

KEY SKILLS

- MS Office
- Computer Proficient
- Adaptability
- Multi Tasking
- Accounting Tally
- Administration
- Document Control
- Technical Support
- Tally
- Administrative Assistance
- Secretary
- Computer Data Entry
- Project Coordination
- Tally Software
- Administration Works

PROFESSIONAL EXPERIENCE

RICT India Private Limited

VC Engineer & Administrative Assistant

Jul 2022 - Present
>, India

I'm Currently Working as a VC engineer and Administrative Assistant In the Annamayya District Administrative Office in Rayachoty Andhra Pradesh India> Vc Engineer> Assistant> Secretary> Admin Assistant> PA

RICT Pvt Ltd

Video Confrence Engineer

Jul 2021 - Jul 2022
Disctrict Administrative Office,

Experienced Video Conference Engineer at the District Administration Office, managing and troubleshooting video conferencing systems for government meetings. Skilled in network connectivity, audiovisual setup, and real-time issue resolution, ensuring seamless virtual communication. Adept at technical coordination and IT support in high-pressure administrative environments.

India

EDUCATION

Bachelor of Science - Computers

Government Degree College For Men

**2021
India**

ABOUT

Dedicated and detail-oriented Administration & Accounting Professional with a B.Sc background and expertise in Tally Prime, Skilled in financial reporting, bookkeeping, office administration, and data management, ensuring smooth business operations.

Adept at handling accounts payable/receivable, payroll processing, General office coordination. Strong analytical skills, problem-solving abilities, and proficiency in MS Office & ERP software. Seeking an opportunity in the Gulf region to contribute expertise in both administrative management and financial accounting to drive organizational success.

ONLINE PROFILES

- [LinkedIn](#)

CERTIFICATION & COURSES

PGDCA

Computer Academy

Does not expire [Link](#)