

# SHAIK MOHAMMED TAHER BASHA



VC ENGINEER & ADMINISTRATIVE ASSISTANT

Phone  
+91 7386321863

Email  
[mohammedtaherbasha0@gmail.com](mailto:mohammedtaherbasha0@gmail.com)

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](#)