



BASITH MOHAMED

ACCOUNTANT CUM ADMIN ASSISTANT
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CAREER OBJECTIVE

Seeking challenging opportunities where I can fully use my skills for the success of the organization. With 3 years of experience Looking for a suitable position in your prestigious organization, where I can gain as much knowledge & improve my creativity and innovative skills thereby contributing to the growth of your organization.

EXPERIENCE

01/11/2022

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12/07/2024

- **ACCOUNTANT CUM ADMIN ASSISTANT**
SDAM GENERAL TRADING

- Worked as an Accountant cum admin assistant in SDAM GENERAL TRADING'S mineral packaged drinking water production factory in Mumbai Maharashtra, provided administration support to the company
- Maintain and review finance records
- Updating bank statement and accounting on daily basis
- Managing petty cash and day to day cash handling
- Preparing daybook and ledger using tally
- Recieving and processing all invoices, expenses forms and request for payments
- Managing and processing payrolls
- Managing shipment location
- Monitoring production
- Resolving customer issues and complaints in a timely and a professional manner
- Maintaing accurate records of customer interactions and transactions
- Processing refunds and exchanges, resolving complaints

16/12/2021

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12/10/2022

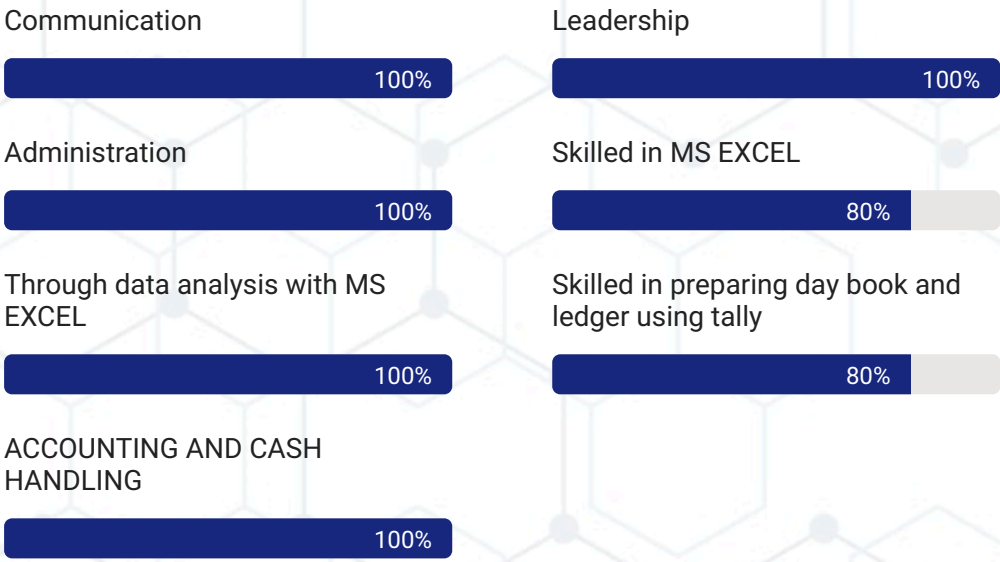
- **ACCOUNTANT CUM WAREHOUSE ADMIN**
HSB GENERAL TRADING LLC ,DUBAI

- Worked as a warehouse admin in HSB GENERAL TRADING LLC for 7 months in Chennai branch and 3 months in Dubai branch
- Maintaing day to day accounts
- Preparing financial reports
- Managing petty cash
- Coordinate and monitor the receipt, order , assembly and dispatch of goods
- Managing quantity of stocks
- Resolve any arising problems escalating issues as required
- Measuring and report the effectiveness of warehousing activities and employees performance
- Maintaining inventory accuracy

EDUCATION

- 2021
- BCOM CORPORATE SECRETARYSHIP
THE NEW COLLEGE
WITH 7.5 CGPA
- 2019
- ACS FOUNDATION
ICSI

SKILLS



PROJECTS

- INSTITUTIONAL TRAINING
- Completed one month internship in office management at the e courier India.

LANGUAGES

- ENGLISH
- TAMIL
- HINDI

PERSONAL DETAILS

- Date of Birth : 20/08/2000
- Marital Status : Unmarried
- Nationality : Indian
- Gender : Male
- Location : DUBAI UNITED ARAB EMIRATES
- Visa status : Valid until September 2024

DECLARATION

- Am prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge