



Muhammed Abdul Basith K

Accountant



 muhammedabdulbasith001@gmail.com
 +971582667313

Key Skills

Good Communication

Decision-Making

Time Management

Liaison & Coordination

Ability to Work under Pressure

Team Building & Leadership

Versatile, high-energy professional, successful in achieving business growth objectives within a turnaround & rapidly changing environment.



Profile Summary

- Manage staff, preparing work schedules and assigning specific duties
- Ensures that the shelves of a retail store are stocked with products and Displays them accordingly for customers
- Monitoring warehouse inventory and submitting comprehensive reports
- Communicating customer problems to the company and addressing customer issues
- Assisting in the creation of an organized warehouse environment to enable product accessibility
- Stocking shelves and displays on the sales floor, where additional inventory management assistance is required



Education

- Completed certificate program in financial accounting (CPFA)
- Bachelor of business management from Kannur University, Kerala in 2017.
- Higher secondary school from Kerala Examination Board in 2014 (plus two)



Work Experience

Life Diagnostic Centre UAE (3 Months)

- Data Entry
- Site Collection

Leen Group Management (UAE) (10 months)

- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory
- Manage staff, preparing work schedules and assigning specific duties
- Helped improve the material handling operations by excelling in safety standards, inventory control, and working as a team member.
- Handled product damages and credits according to company policy; conducted inspections and analyzed stock conditions for rotating products and maximizing quality.
- Responsible for inventory control of produce department products
- Accepting and processing incoming stock and materials
- Received product and scanned into inventory. Updated cycle counts through manual inventory.
- Assembled displays according to floor plans.

Software Skills

- Tally
- Quick book
- Peachtree
- Microsoft office
- LDM desktop
- F5 Sales Tracker

Personal Details

Date of Birth: 10th June 1995

Languages Known: English, Hindi, Malayalam, Tamil, and Arabic

Address: New Alfalah, Abu Dhabi

Visa Status: Residents Visa