Basheer

[Basheer.21147@2freemail.com](mailto:Basheer.21147@2freemail.com)

**OBJECTIVE**

To obtain a suitable position in pursuance of promising career where I can make use of skills and experience for the growth of the Organization, in conjunction with recognition and encouragement for hard work and sincerity

**SUMMARY**

* **7**years’ experience as Accountant in **UAE**&**2** years in India.
* Hold a bachelor Degree in Commerce (B.Com.).
* Can efficiently work in computerized accounting environment & highly proficient in Quickbooks,Tally&ERP\_Realsoft.
* Good Communication skills in English & Hindi.
* Proficient in accounts & finance functions.
* Can handle entire gamut of Accounting, Administration & Procurement.
* Detail-oriented, efficient & organized professional with an extensive experience in accounting systems.
* Possess strong analytical & problem solving skills, with an ability to make thought out decisions.
* Resourceful in completing projects & efficient in multi-tasking.
* Have the ability to quickly identify problems as well as provide appropriate solutions.
* Energetic & self-motivated with a high degree of cultural sensitivity.
* Can work under pressure & meet deadlines.

**WORK EXPERIENCE**

**Accountant Aug 2013 – Oct 2015**

**Bornemann Middle East FZE Dubai, UAE**

Duties and Responsibilities

* Manage the day to day financial transactions of the company.
* Maintain book of accounts using **QuickBooks** Intuit Solution.
* Handle the whole range of Accounts Payables & Receivables.
* Prepare day to day bank transactions & day to day cash transactions reports.
* Responsible for daily funds position, receivables position & reporting to Chief Accountant.
* Handle cash management.
* Control petty cash; prepare render accounts of individuals & departments.
* Manage the Invoice generation Operation & Credit Control.
* Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
* Ensure General Ledger entries are accurate and are in line with Company Procedures.
* Finalize Trial Balance with supporting schedules.
* Ensure effective fixed assets & inventory control is applied.
* Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
* Ensure continuous development & improvement of the procedures within the finance department.
* Providing the customer with support, when requested, in Finance related queries.
* Preparing vouchers and cheque for payment and receipts.

**Accountant Jan 2009– Feb 2013**

**Al Diwan Electrical Appliances, Dubai U.A.E.**

Duties and Responsibilities

* Manage the day to day financial transactions of the company.
* Maintain book of accounts using **ERP\_Realsoft** / **Tally** Intuit Solution
* Handle the whole range of Accounts Payable & Receivable.
* Prepare day to day bank & cash transactions reports.
* Responsible for daily funds position, receivables position & reporting to Chief Accountant.
* Handle cash management.
* Control petty cash; prepare render accounts of individuals & departments.
* Manage the Invoice generation Operation & Credit Control.
* Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
* Ensure General Ledger entries are accurate and are in line with Company Procedures.
* Finalize Trial Balance with supporting schedules.
* Ensure effective fixed assets & inventory control is applied.
* Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
* Ensure continuous development & improvement of the procedures within the finance department.
* Conducting physical stock taking & reconciliation.
* Record sales transaction in the system on a daily basis
* Monitoring and solving of all dispute cases relative to sales
* Process refund request by operation consultant for all branches
* Collection follow ups for branches and Inbound division agents
* Providing the customer with support, when requested, in Finance related queries.
* Preparing vouchers and cheque for payment and receipts.
* Control the credit limit through mutual customer relationship.

**Accounting Teacher Jul 2006– Dec2008**

**AksharaCollege**,**Vadakkekad, Kerala, India**

Duties and Responsibilities

* Evaluate and grade students' class work, assignments, and papers.
* Initiate, facilitate, and moderate classroom discussions.
* Prepare course materials such as syllabi, homework assignments, and handouts.
* Maintain student attendance records, grades, and other required records.
* Prepare and deliver lectures to undergraduate or graduate students on topics such as financial accounting, principles of marketing, and operations management.
* Select and obtain materials and supplies such as textbooks.
* Perform administrative duties such as serving as department head.

**EDUCATION**

Bachelor ofCommerce \_ **B.com** (University Of Calicut, Kerala-India)

Higher Secondary School\_**Plus Two** (Kerala –India)

Secondary School Leaving Certificate\_ **SSLC** (Kerala-India)

Advanced Diploma in Manual and Computerized Accounting (**ADMCA**)

**SKILLS**

QuickBooks

Realsoft-ERP program

Tally

Windows & Office tools/MS Office ( Word, excel, Power point , ). Outlook

**LANGUAGES**

English, Malayalam, Hindi, Tamil

**PERSONAL PURTICULARS**

Nationality : Indian

Gender : Male

Date of Birth : April 23, 1982

Marital status : Married

Visa status : Employment Visa

**DECLARATION**

I hereby declare that the above information are true and correct of my knowledge and certifications.

Thanking you,