**Objective:**

To be sincere with my profession and to achieve the highest task in filed and it is my high objective to interact with people in professional environment and to learn more out complex and challenging needs.

WORK EXPERIENCE

**Assistant Accountant**

Dubai - March 2013 to July 2016

Responsibilities:

* Monitoring invoicing, payment and recovery
* Maintaining of all type of account Books.
* Preparation of all types of Vouchers.
* Comprehensive knowledge of various accounting processes and activities
* Introduced work process that increased work productivity and received appreciation From senior members on the same
* Have experience in using QuickBooks extensively for accounting

EDUCATION

**B.COM in Computers**

OSMANIA UNIVERSITY - Hyderabad, Andhra Pradesh 2007 to 2010

**Board Of Intermediate**

Alpha Junior College

**S.S.C**

AP Residential School, Board of Secondary Education

ADDITIONAL INFORMATION

COMPUTER SKILLS:

* Tally Accounting
* Office Automation
* Having sound knowledge in POS terminals and maintaining them efficiently

LANGUAGES:

* English
* Urdu
* Telugu

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| --- |
| **Mohammed Abdul Basith – 1850700**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |