**CURRICULUM VITAE**

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**BASITH**

**Phone: C/o 971504973598 Email:** [**basith.378253@2freemail.com**](mailto:basith.378253@2freemail.com)

**Career objective**:

To work in an organization with an opportunity for progression that afford me to achieve excellence in working as a dynamic professional where my analytical ability and analyzing quest are used maximum for the growth of the organization and to grow with the organization.

**Professional Experience:**

**Accountant and PRO** (Partially)

Remington Properties Brokers LLC, Dubai

Feb 2015 – Till date

**Job Responsibilities:**

* Preparing and analyzing accounting records and financial statements reports.
* Following up on outstanding expenses and managing the petty cash.
* Produce and prepare EUREKA INTAC formatted financial statements for company.
* Handling ledger accounts and keeping the check for any invoices or payments.
* Assisting with the preparation of detailed property accounting reports.
* Maintain daily Journal entries and Wages Protection System (WPS).
* Identify and resolve issues with property accounts.
* Debt collection, Cheques and Cash - taking it to the Bank.
* Handling all types of work in Tasheel, Ministry of Labor, DED & Tarklees (Ejari).
* Handling of all immigration work, applying for visas for all employees.
* Handling EDNRD E-system for all employee visa status online.

**Finance Analyst**

Data Tracks Services Private Limited, Chennai at India

Feb 2013 – June 2014

**Job Responsibilities:**

* Produce and prepare XBRL formatted financial statements for client companies, by mapping the financial statements to the standard U.S. GAAP taxonomy that could be filed with US SEC.
* Responsible for tagging & mapping financial statements(Balance sheet, Income statement, Cash flow) of U.S Companies under the preview of U.S.GAAP as per S.E.C requirements.
* Responsible for Final Quality Check of files and ensuring the files meet the clients’ requirements.
* Handling regulatory reporting by standardizing the accounting information provided by clients.
* Ensuring not to miss any priority case and deliver file on times.
* Validating and analyzing the quality issues from team member’s job.

**Educational Profile:**

**M.B.A (FINANCE & HUMAN RESOURSE):**

Secured First class with an aggregate of 70% at Vel Rangarajan Sakunthala College of Management & Science, (Affiliated by **Madras University**) during the year 2010- 2012.

**B.C.A (COMPUTER APPLICATION):**

Secured Second class with an aggregate of 60% at Rajagiri Dawood Batcha College of Arts And Science (Affiliated to **Bharathidasan University**) during the year 2007-2010

**Computer skills:**

Operating Systems : Windows 98 & Windows XP

Software Packages : MS Office, Internet, C, C++,

XBRL & XML & Eureka Intac

**Personal Strength:**

* Confidence
* Easy mingling with others
* Hard working, Enthusiastic and Diligent.
* Enterprising & motivated self-starter
* Leadership skills & team adaptability
* Smart working with a positives attitude.

**Personal details:**

Name : BASITH

Visa Status : Employment Visa

Driving License : UAE & India

Date of Birth : 29-04-1990

Nationality : Indian

Religion : Islam

Marital Status : Married

Gender : Male

Languages Known : English & Tamil

**Declaration:**

I hereby declare the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Dubai (UAE)

Date: (BASITH)