**RESUME**

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**BASITH**

**Email:** **basith.389945@2freemail.com**

**OBJECTIVE**

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To have a challenging career, where my acquired skills could be used effectively for personal and organizational growth.

**EXPERIENCE**

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**Organization Duration**

**: Assistant Accountant – B.C SEKAR & ASSOCIATES Thiruvarur, INDIA**

**: (JULY 2016 – JAN 2019)**

**Roles & Resposibilities**

* Preparation and review of various reconciliation statement (e.g.) BRS, stock and various other aspects.
* Filing of sales Tax return and GST return.
* Processed incoming customer payment.
* Draft and code Vendor invoices and past-due letter for tenants.
* Create reports for the senior management, Detailing metrics on tenant statistics past – due payment and vendor invoices.
* Manage all documentation and report generation for accounting staff.
* Utilized accounting software to issue tax returns and prepare consolidated reports.
* Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
* Field tax returns and prepared governmental reports in compliance with strict standards.
* Assist with audit preparation and end-of-year closing.

**SKILL SET**

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* Knowledge of Tally ERP software.
* Proficiency in MS Office Suite.
* Knowledge of sales tax.
* Knowledge of office work methods and procedures.
* Superb communication and customer services skills.

**ACADEMIC CREDENTIALS**

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* **BBA – Business Administration** (2012 - 2015)**, Bharathidasan University**, **Tamilnadu - India.**

**CERTIFICATION**

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* **DCA –Diploma In Computer Application services with A Grade**
* **TALLY**

**AREA OF INTEREST**

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* **Accounts & Finance**

**MAJOR STRENGTH**

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* Able to manage, handle and operate multiple tasks.
* Document controller.
* Able to learn new tasks quickly.
* Ability to work as a team
* Provides quality assurance and confidence.
* Ability to overcome any kind of situation

**PERSONAL INFORMATION**

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| **Gender & Marital Status** | : Male & Single |
| **Date of Birth** | : 16-03-1995 |
| **Nationality** | : Indian |
| **Religion** | : Muslim |
| **Languages Known** | : English, Tamil. |