



ABDUL BASEED

Email:abdulbaseed19972@gmail.com

Mob: +971-0588217995

PERSONAL INFORMATION

Nationality : Indian
DOB : 20/10/1997
Marital Status : Married
Visa status : Visit Visa
Visa Expire : 02/02/2023
Passport Details: U4031719
Expiry : 09/06/2030

COMPUTER SKILLS

- Computer knowledge
- Tally ERP9
- Microsoft Excel
- Microsoft word
- GST
- Windows Operating System
- Proficiency with Email
- Power Point

PROFESSIONAL SKILLS

- Co-Financial Reporting
- Account Reconciliation
- Bank Reconciliation
- Advance Excel

STRENGTH

- Quick learner
- Punctual
- Optimistic
- Multi task
- Work under pressure

LANGUAGE KNOWN

- English
- Hindi
- Kannada
- Tamil

Carrier Objective

To excel in the field of **Accounts and Office administration**. with a dynamic progressive organization by providing my worth in the best interest of such organization and to cope with day to day requirements changing managerial environment by upgrading my professional knowledge in accordance with the internationally accepted standards.

Personal Summary

A dynamic professional with comprehensive experience in Logistics industry. Good team player, strong ability of learning, enterprising, highly responsible, flexible and well-mannered.

Educational Qualification

Bachelor of Commerce (2016-2020)-Karnataka University,
Bangalore INDIA

Higher Secondary in Commerce (2016) Karnataka State Education
Board

Certification course

Digital Marketing

Tally, Peachtree, Microsoft Excel, Microsoft word

Professional Experience

Accounts & Office Assistant - DTDC EXPRESS LTD, Karnataka -INDIA



Period : June 2019 to July 2022

- Accounts Receivable & Payable
- Registering the incoming and outgoing documents for controlling their tractability and filing.
- Debtor and Creditor reconciliations.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Responsible for updating daily schedules.
- TDS working & quarterly returns, Advance tax & E-payment GST working, bills checking & booking.
- Conducting regular business reviews of financial performance.
- Maintain and update records of all sections individually.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Preparing request for quotation and maintaining ledger book of accounts payable and receivables.
- Handle all type of office routine jobs - prepared letters faxes, memos of internal departments.