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## HASAN BASAR

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### Profile

A position in a results-oriented company that seeks an ambitious and career conscious person where acquired skills and education will be utilized towards continued growth and advancement to work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedication. Seeking a position where skills together with solid database management knowledge will contribute to the company's success.

### Work Experience

#### **Accounts Executive – (Nov 2021 to Present)**

##### **Sun Pharmacy Group, UAE**

- Responsible for accounting/Finance functions and reporting.
- Preparation of quarterly VAT filing documents in norms with FTA standards.
- Entering data from source documents into ERP system within time limit.
- Responsible and imprest holder for company petty cash.
- Submitting daily reports for sales and purchase.
- Verifying accuracy and sorting information to prepare source data for system entry.
- Prepare staff daily and monthly attendance and process payroll/WPS.
- New staff induction and provide necessary training wherever required.
- Coordinate with PR dept for visa process and renewals.
- Reconciling debtors & vendors statements.
- Processing online payments and cheque preparation for vendors.
- Bank reconciliation with company ERP.
- Regularly follow up for payments with debtors.

#### **Cashier cum Accounts Executive – (Sept 2020 – Oct 2021)**

##### **Sahara Trend Makers, India**

- Maintaining sales, purchase, payment, receipt, bank details in Tally ERP.
- Documentation management (printing, photocopying, filing and scanning)
- Clarification of queries from customers on various issues
- Making daily backup from the system.
- Handling mails and calls, forwarding to concerned.

### Academic Qualification:

**Graduation** : Mangalore University (Bachelor of Commerce)  
**Pre-University** : Pre-University Board of Karnataka (Commerce)  
**S.S.L.C** : Secondary Education Board of Karnataka

### Technical Qualification:

- Microsoft Office, Tally

**Professional Skills & Abilities: -**

- Working knowledge of management reporting with good analytical and excel skills.
- Ability to be flexible and learn on-the-job quickly and good team player.
- Good organisational and planning skills
- Good written and verbal communication skills in English
- Excellent skills in Microsoft Office

**Personal Details:**

Nationality : Indian  
Date of Birth : 13/06/2000  
Gender : Male  
Marital Status : Single  
Languages Known : English, Hindi, Kannada, Malayalam  
Passport No : U2650837

**Reference: On request**