



HASAN BASAR

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Address: Al Rigga Dubai UAE.

SUMMARY

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.

SKILLS & EXPERTISE

EDUCATION QUALIFICATION

Graduation : Mangalore University
(Bachelor in commerce)

Pre-University : Pre-University Board of
Karnataka (Commerce)

S.S.L.C : Secondary Education Board of
Karnataka

Languages

- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Kannada & Tamil

Skills

- ★ Communication
- ★ Flexibility
- ★ Organization
- ★ Teamwork
- ★ Friendliness
- ★ Public Announcement
- ★ Problem Solving Skill
- ★ Time Management
- ★ Able to work under pressure
- ★ Excellent skills in Microsoft Office

ADDITIONAL INFORMATION

Gender	: Male
Passport No	: U2650837
Issue Date	: 08.01.2021
Expire Date	: 07.01.2031
Date of Birth	: 13.06.2000
Nationality	: India
Marital Status	: Single
Visa type	: Visit Visa

WORK EXPERIENCE

Accounts Executive – (Nov 2021 to May / June 2023) Sun Pharmacy Group, UAE

- Responsible for accounting/Finance functions and reporting.
- Preparation of quarterly VAT filling documents in norms with FTA standards.
- Entering data from source documents into ERP system within time limit.
- Submitting daily reports for sales and purchase.
- Verifying accuracy and sorting information to prepare source data for system entry.
- Responsible for company petty cash.
- 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.
- Managing of invoicing process, Prepare Cheques and payment drafts for supplier.
- Maintaining bank statements up-to date.
- Reporting about daily sales & other reports to the top officials concerned.
- Preparing necessary documents for year-end audit
- Receiving order from suppliers and preparing tax invoice

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.
- scan goods and ensure pricing is accurate
- collect payment whether in cash or credit
- issue receipt, refunds change
- track transactions on balance sheet and report any discrepancies

PROFESSIONAL SKILLS

- 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 organizational and planning skills
- Good written and verbal communication skills in English

TECHNICAL SKILLS

- Microsoft Office (Advance Excel)
- Tally ERP prime
- Blox software

DECLARATION

I hereby certify that the above information mention is true and correct to the best of my knowledge and belief.