



MOHAMMED BASIL

Seeking a challenging and healthy career in that encourages learning and exposure to new ideas and stimulates personal and professional growth. To be an integral part of growing organization and be instrumental in the success.

EXPERIENCE

- 1.5 year Experience as **Processing Executive (Artificial Intelligence)** from **Infolks Pvt Ltd.**
- 1Year Experience as **Accountant cum Sales Executive (Tally erp9)** from **Nandhilath G-Mart Pvt Ltd Kerala, India**
- 6 Months Experience as **Assistant Accountant** from **Pass Corporate Service Pvt Ltd Kerala, India**

EDUCATION

- Diploma in Corporate Accounts
- B B A (Bachelor in Business Administration) from University of Calicut (2016)
- XIIth (HSE) from Kerala Board (2013)
- Xth (SSLC) from Kerala Board (2011)

TECHNICAL QUALIFICATION

- Tally ERP 9
- MS Office Tools (Ms Excel , Ms Word, PPT)

ABILITIES & RESPONSIBILITIES

- Good team player, Good leadership qualities.
- Effective organizational and communicational skills.
- Good written and verbal communication skills.
- Good observer and quick learner.
- Hard working and well organized.
- Work long hours, often under pressure.
- Responsible for preparation of all periodic reports as well as invoicing relating to the service.
- Ability to follow up with clients in a timely professional manner.
- Capable to handle multiple projects smoothly and thoroughly.

PERSONAL INFORMATION

Nationality : Indian
Gender : Male
Date of Birth : 27/12/1994
Passport No : N2700850
Marital Status : Single
Visa Status : Visit Visa

LANGUAGES KNOWN

ENGLISH	■ ■ ■ ■ ■ ■ ■ ■
HINDI	■ ■ ■ ■ ■ ■ ■ ■
ARABIC	■ ■ ■ ■ ■ ■ ■ ■
MALAYALAM	■ ■ ■ ■ ■ ■ ■ ■

CONTACT INFO

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basilbaz369@gmail.com
Availability : Immediate

TECHNICAL SKILLS

- Operating Systems Installation, Configuration and Troubleshooting of Windows.
- Troubleshooting basic Network hardware issues.
- Network Cabling. Recommend and schedule repairs to the LAN
- LAN Implementation and Trouble shooting.
- Configuration of Wireless Access points and Router.
- Installation & Administration of Microsoft Windows Operating Systems.
- Working with all kind of desktop applications.
- Can work with Tally ERP and Ms Office Tools.

JOB PROFILE

- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement.
- Record purchase, sales, stock and also maintaining all necessary records including invoices, experiences, payments and transactions.
- Prepare day to day business report include each and every section like staff attendance, sales, cheque, expence, damaged products, advance payment,cash in hand etc..
- Assisting ware house handling, record in and out products and also stock taking.
- Can handle customers and provide excellent service to them.
- Should be able to summarize the business financial position in areas income, expence, capital usage and cash flows and prepare strategic plans, budgets and financial forecast.
- Expertise in all the annotation techniques like bounding box, contour/polygon, semantic segmentation, etc..