

# Abdul Basith

## Accountant

✉ bhasii007@gmail.com ☎ +974 7050 7222 📍 Doha, Qatar

### PROFILE

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Detail-oriented and motivated Accountant with 2 years of experience in core accounting functions within the manufacturing sector. Skilled in managing accounts payable and receivable, inventory costing, bank reconciliations, and financial reporting. Proficient in Tally ERP and Microsoft Excel, with a solid understanding of GAAP and month-end/year-end closing processes. Known for maintaining accurate financial records, supporting audit processes, and ensuring compliance with internal controls. Eager to contribute to a dynamic manufacturing finance team and grow within the industry.

### PROFESSIONAL EXPERIENCE

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<b>Accountant</b> <i>Muster Trading And Services WLL</i>	11/2024 – present Doha, Qatar
<b>Branch Manager</b> <i>DTDC</i>	05/2023 – 09/2024 Calicut, India

### SKILLS

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|---------------------------------|----------------------|----------------------------------|
| • Microsoft Excel               | • ERP Systems        | • Financial Reporting & Analysis |
| • Accounts Payable & Receivable | • Payroll Processing | • Budgeting & Forecasting        |

### EDUCATION

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<b>Bachelor of Business Administration</b> <i>Calicut University</i>	2020 – 2023 Calicut, India
Graduated with a strong foundation in business management, finance, marketing, and organizational behavior. Developed analytical, decision-making, and communication skills relevant to corporate and administrative roles.	

### COURSES

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<b>Digital Marketing</b> <i>Avodha</i>	01/2024 – 06/2024 Kochi, India
Learned core concepts of SEO, SEM, social media marketing, email marketing, and Google Ads. Gained hands-on experience in building and managing websites using WordPress and analyzing campaign performance.	

### LANGUAGES

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| • Malayalam | • English | • Hindi |
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