



Muhammed Basil K

SENIOR ACCOUNTANT

PROFILE

Adaptable Administrative assistant with tech-savvy efficiency, strong communication, and proven multitasking skills. Committed to confidentiality, problem-solving, and organization.

WORK EXPERIENCES

- **RIKAZ Muscat International LLC, Muscat**
Admin and Senior Accountant
Manage operations, coordinate schedules, handle correspondence, maintain records, process invoices, reconcile statements, and support audits.
- **AL Moharek Al Yabane Auto Spare and Equipments, UAE**
Accounts, Two years handling data entry, cash handling, VAT filing, bank reconciliation, and financial reporting.
- **Gulf Power Auto Workshop, Al Ain, UAE**
Executive Assistant
Two years managing data entry, VAT filing, scheduling, payroll, and financial reporting.
- **3G Mobile World, Kerala, India**
Storage Manager and Accounts Assistant
One year overseeing employee and stock management, salary payments, and GST filing.
- **3G Mobile World, Kerala, India**
Sales Promoter
One year attracting customers, assisting with product launches, and setting displays.
- **Metrics Systems, Kerala, India**
Mobile and Computer Sales and Services
Selling devices, handling repairs, and accepting payments.

CONTACT

- ☎ +968 78118318
- ✉ babukottekkadan@gmail.com
- 📍 Baushar, Muscat ,Oman
- 🚗 Holds Valid Driving License (Oman,UAE,India)

EDUCATION

- 2013 Board of Secondary Education**
Higher Secondary School
(Class 12)
- 2015 Mangnus**
Mobile Technician Course

SKILLS

- Analyzing Data
- Work under pressure
- Accuracy
- Communication
- Time management
- Customer Service
- Microsoft Word and Excel
- Microsoft Excel
- Talent Software (InfoFix)
- AIMEX
- Tally ERP 9
- Odoo Software

LANGUAGES

English, Hindi, Arabic,Tamil, Malayalam