

# Asla Sharin Basheer

Dubai, United Arab Emirates

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## **CAREER OBJECTIVE**

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Intended to build a career with leading corporate of hi-tech environment where I can apply my knowledge to the best of my ability particularly in the areas of Finance with committed and dedicated people and to work in an organization that provides ample scope for learning and growth.

## **CORE EXPERTISE**

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|--------------------------------|-----------------------|
| • Computer Competency          | • Analytical Thinking |
| • Petty cash                   | • Client Service      |
| • Accounts payable /receivable | • Document Use        |

## **EMPLOYMENT EXPERIENCE**

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### ***Qi Groups, Independent Representative , Branch: Dubai, UAE ( Jan 2018- Present-Part time)***

- Present the plan by asking them their needs
- Following up within 24hrs to 48hrs of your presentation
- Counseling with the leaders
- Trained other Independent representatives to meet their goals

### ***Towers Air conditioning systems, Customer service representative Cum Accountant, Dubai, United Arab Emirates (January 2015 to December 2017)***

- Handling Petty cash bill and allocating project wise and booking petty cash expense
- Keeping the staff attendance register
- Collecting the Invoice from Suppliers and subcontractors and reconciling with book of accounts
- Receiving Cheque and cash and making the manual receipt and handing over it to senior authority
- Keeping customers outstanding statement and follow up payment
- Entering purchase invoice, Filing the receipt voucher, Payment voucher, Journal Voucher as per order
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Assist in resolving any administrative problems
- Answer calls from customers regarding their inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails

- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Prepare Quotation, Invoice, and LPO and handle office contracts
- Assist with day to day operations of functions and duties
- Provide administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Deal with employee requests
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves )
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees

***Keek Zone LLC, Dubai, United Arabs Emirates (September 2015 to December 2015 Part time)***

- Answer calls from customers regarding their inquiries
- Perform data entry and scan documents
- Preparing Invoices
- Collecting cheque, Making Deposit slips

***Eventos (September 2015 to December 2015 – Part time)***

- Entering data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry

***EDUCATIONAL AND CREDENTIALS***

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- Master of commerce (M.com) Present (Madras University)
- Bachelor of Commerce (B.Com) 2017 (Madras university)
- Plus 2 Commerce (Kannur University)
- SSLC (CBSE)

***COMPUTER PROFICIENCY***

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- Computer Accounting Packages like, Tally, Comrade, Counter
- MS Office functions.
- Adobe Photoshop, Illustrator, Adobe Flash, Dream viewer
- HTML, Visual Basic (Basics)
- Internet – Browsing, Chatting, Mailing and etc.

***PERSONAL PROFILE***

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- Comprehensive problem solving & persuasion skills
- Ability to deal with people diplomatically
- Willingness to learn
- Goal Oriented
- Sales Oriented
- Hard Working and Perseverant
- Energetic, Confident, Optimistic
- Team work and Time management

- Good customer service
- Meeting deadlines
- Accepting responsibility
- Communication

## ***LANGUAGES***

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- English ( Read, Write and Speak )
- Malayalam ( Mother Tongue, Read, Write and speak )
- Urdu ( Read, and Speak)
- Hindi ( Read, Write and Speak)
- Arabic ( Read and Write)

## ***PERSONAL SKILLS***

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Name of father	:	Basheer Ahammed PP
Date of Birth	:	12-12-1995
Gender	:	Female
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Islam
Permanent Address	:	Jameela Manzil, Near Water tank, Sadham road, Payangadi, Kannur, Kerala, India.

All the details given above are best of my knowledge and belief and all the relevant documents can be submitted by demand

***Asla Sharin Basheer***