



# MAHAMMAD BASHEER



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Karama  
Dubai, United Arab Emirates



## Experience

### Kushal Plywood Bangalore

2019 - 2020

#### Assistant Accountant

Maintain General ledger Book.  
Monitored and maintained daily sales cash transaction.  
Handling daily invoice verification.  
Maintain and review accounts payable schedule ensuring timely payment before deadline.  
Maintain general ledger and books of account up to the final accounts and balance sheet.  
Generated and maintained sales inventory report.  
Conducted monthly reconciliation of goods and invoices received.

### TMF Company Mangalore

2017 - 2018

#### Store Keeper Cum Accountant

Checking the daily orders and ensure the delivery details report.  
Daily checking the physical stock.  
Assisting the cashier at the counter.  
Maintaining all cash Transactions.  
Reconciliation of daily ledger book.  
Data Entry of daily sales report to the System.



## Education

### Adarsha P.U College

2012 - 2014

#### Higher Secondary

Kaikamba bc road, Dakshina kannada, karnataka

### St. Sebastain College of Commerce

2015 - 2018

#### Bachelor Of Commerce

Ullal, Permannur, Mangalore D.K



## Projects

### KEONICS

2018 - 2018

#### Diploma In Computer Applications

Keonics Yuva.com Centre  
Somayaji house, Bantwal, B C Road



## Other Info

#### Skills

Ms Office, Tally, Ez Business

#### Languages

English, Hindi, Kannada, Malayalam

#### Interest

Music, Travelling

#### Driving Licence

Indian Driving Licence



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