



BASIT ALI

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CAREER OBJECTIVE:

I want to be the part of an outstanding team to play a constructive role in the growth of the organization by utilizing my experience and knowledge. I am ready to take on challenges which lead the organization towards its growth. I am willing and looking forward to shoulder any responsibilities while working as an individual or in team.

PROFESSIONAL WORK EXPERIENCE:

Organization: **Geekayz Sports (Pakistan)**
Tenure: Sep 2016 – Apr 2021
Department: Sales & Order Department
Designations: Sales & Purchase Executive

- Taking orders.
- Buying merchandise from companies.
- Operating cash register.
- Operating point of POS machines.
- Cash dealing, making and billing invoices.
- Maintaining good relation with customers.
- Checking goods in store.

Organization: **Pak Steel Works (South Africa)**
Tenure: Jan 2015 – May 2016
Designations: Accounts Officer

- Prepare Staff salaries and make record of advance paid to Employees.
- Responsible for Processing of all cheques and filling of all documents.
- Preparation of Bank Reconciliation statements.
- Maintain records of Daily Bank position and physical cash.
- Maintain records of Daily expense which were held.

Organization: **Grant Bro Traders (South Africa)**
Tenure: March 2014 – Jan 2015
Designations: Accounts Officer

- Preparing and sending SOA of all companies for the follow up of outstanding balance.
- Preparation of monthly & weekly bank reconciliation statements as well as debtors and creditors reconciliations.
 - Posting of all types of Vouchers as Bank, Cash and Journal Vouchers.
 - Preparing and Maintaining Bank Reconciliation statements.
- Preparing and maintaining debtors & creditors accounts reconciliation.

EDUCATIONAL QUALIFICATION:

Social Marketing	(2016) Unisa University of South Africa
I.com	(2012) Apex College of Commerce
Matriculation	(2010) Foundation Public School
Basic Computer	(2010) The Quaid Academy

COMPUTER SKILLS:

Microsoft Office-Word, Excel, PowerPoint, Outlook

COMMUNICATION SKILLS:

Excellent liaison with customers
Good knowledge of languages and habits of customers to make them loyal to the company
Good email communication skills

PERSONAL INFORMATION:

Date of Birth:	13/04/1996
Gender:	Male
Marital Status:	Married
Passport:	LL1806869
Visa Status:	Visit Visa

LANGUAGES:

English, Urdu, Hindi and Pujabi.

Declaration

I hereby confirm that all the details mentioned above are true to my knowledge