

# HABEEB BASHA B M

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## SUMMARY

With over 3.5 years of experience as an Accounts Executive, I have a proven track record in managing complex financial reports and ensuring regulatory compliance. I am skilled in using accounting software like Real Books and Tally Prime for analysing data and producing accurate financial statements. My efforts in financial reporting have successfully helped maintain compliance, prevent penalties, and exceed company targets.

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## WORK EXPERIENCE

**Accounts Executive & Dispatch, Purshotam Profile Pvt Ltd- Hospet** **FEB 2025 - Present**

- Execute daily accounts receivable and accounts payable tasks.
- Maintaining accurate records of all financial transactions, including purchases, sales, receipts, and payments
- Maintain real-time inventory tracking through material in/out entries
- Supporting the budgeting process by analyzing historical data, collaborating with department heads, and monitoring spending to ensure cost control
- Provide consistent and accurate daily updates to Google Sheets
- Process daily payments and expense records
- Planning and organizing daily dispatch operations to ensure timely and efficient delivery of goods or services.

**Accounts Executive Muneer cars (Maruti Suzuki Authorised Dealer) Hospet** **JUNE 2023 - JAN 2025**

- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Entered invoices requiring payment and disbursed amounts via check electronic transfer or bank draft
- Generated and updated monthly and quarterly financial reports in the Dealer Management System
- Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices

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**Accounts Executive, Greet Technologies Pvt Ltd-Bangalore** **JAN 2023 - MAY 2023**

- Resolved queries from the passing of journal entries to the finalization of the Balance Sheet
  - Provided voice support for Tally ERP And Tally Prime customers throughout India
  - Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices
  - Regularly reconciling bank statements to ensure accuracy and resolve any discrepancies.
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## EDUCATION

### K S P L DEGREE COLLEGE-HOSPET

Bachelor of Commerce- 2022

### K S P L PU COLLEGE-Hospet

PUC-2019

### SHRI TELAGUBALU SIDDH HIGH SCHOOL-Chilanakahatti

SSLC-2017

## RELEVANT SKILLS

- Managing task and Problem-solving skills
- Ability to adapt and learn quickly
- Effective Time Management
- Strong communication and interpersonal Skills

## LANGUAGES

- English
- Hindi
- Kannada
- Urdu

## HOBBIES

- Playing Cricket
- Travelling