

# BARKATH BASHA.A

☎ (+971) 501231593

☎ (+966) 544015940

✉ [barkath.haaris@gmail.com](mailto:barkath.haaris@gmail.com)



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## Career Objective

Self-motivated accountant assistant with 8+ years of experience in offering strong work ethic with determination and efficiently supporting account activities to complete tasks in a timely manner. Extensive clerical knowledge in presenting data, providing financial report, Auditing, Inventory and possesses strong organization skills, and effective in time management.

## WORK EXPERIENCE

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### Accountant

*Bindawood holding company* [07/05/2016 - 30/03/2023]

**City:** Jeddah

**Country:** Saudi Arabia

- Post and process journal entries to ensure all business transactions are recorded
- Review accounts payable entries and perform reconciliation
- Processing expenses requests for the accountant manager approval
- Manage administrative tasks, including handling phone calls, emails, and office coordination.
- Follow accounts payable and arrange all payment before due date
- Maintain records and documentation thoroughly and accurately, in accordance with company policy and accept accounting practices
- Provide support to AR and AP teams as needed
- Prepare purchase transaction reports for payment
- Provide support to the accounting team for inventory counts for monthly and year-end audit

### Store Supervisor

*Galaxy point super market* [03/02/2014 - 30/04/2016]

**City:** Ambur, Tamilnadu, India

**Country:** India

- Increased customer satisfaction by providing exceptional service and addressing customer concerns promptly.
- Boosted store sales through effective merchandising, product placement, and promotional displays.
- Enhanced store appearance with regular maintenance, cleaning, and organization of merchandise areas.
- Adapted staffing schedules according to peak hours and seasonal demands for optimal customer service coverage.
- Coordinated special events such as promotions or sales to drive foot traffic into the store leading to higher conversion rates.
- Coordinated merchandising displays, signage and sales enablement.
- Maintained focus during busy times and delegated tasks to employees to keep business running smoothly.
- Volunteered for extra shifts during holidays and other busy periods to alleviate staffing shortages.
- Submitted reports to senior management to aid in business decision-making and planning.
- Researched issues to obtain appropriate answers to customer inquiries

## EDUCATION

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### Bachelor of commerce (Accounting)

*Islamiah College (Autonomous) -Thiruavlluvar University* [07/2012 - 06/2015]

**Address:** College Road New Town, 635752 Vaniyambadi (India)

## DIGITAL SKILLS

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Tally erp-9 / Windows 7.8 & 10 version / Package - MS-Office

## LANGUAGE SKILLS

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Mother tongue(s): **Urdu**

Other language(s): **English | Arabic | Hindi**

## PERSONAL DETAILS

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**Date of birth:** 29/10/1993

**Gender:** Male

**Nationality:** Indian

**Home  Address:** Al-nahda Street opposite sahara center dubai, united arab emirates (zip code - 500001)

## HONOURS AND AWARDS

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- Participated in State Level trophy for hand ball game
- District champion in high jump
- Athletic champion of the year of 2008

## Declaration

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I hereby declare that all the above given information is true to the best of my knowledge.

(Barkath Basha.A)