



# BARKAT ALI

## Objectives:

To use my experience and skills for the development of organization and myself and also to establish myself as the worker in Growth and Prosperity.

## Administrative Assistant



### PHONE:

+971 581300641



### Email:

barkatali81999@gmail.com



### ADDRESS:

Ajman - UAE



## PROFESSIONAL EXPERIENCE

### Accountant cum Sales | Oct 2022 To Nov 2024

#### Sher Ahmed Scaffolding Tr LLC | Sharjah - UAE

- Dealing with customers.
- Making quotations and proforma invoices.
- Issue Sales Invoices after finalizing the deals.
- Handling Petty Cash and General Expenses.
- Handling Account receivables & Account payables
- Posting the expenses and purchases.
- Prepare Financial Statement & Monthly report.
- Prepare the salary of employees and process into Bank.
- Making packing list and commercial invoices for export customers.

### Sales Associate | Feb 2021 To July 2022

#### Azam Automobiles | UP - India

- Attending Customers and answer their queries, assess customer needs and provide assistance and information about product features.
- Ensure high levels of customer satisfaction through excellent sales service
- Interacting with customers via calls, mail, other ways for selling of products and follow-on and close the sales.
- Maintain the stock of the products and completing the GRN process.
- Update day to day sales of the product on DMS (Dealership Management System) software.
- Punch all the free service coupon on DMS software at the time services of bike and also created job card.



## EDUCATION

### Master of Business Administration: Finance and Marketing | 2021

Integral University, India

### Bachelor of Business Administration: Accounting and Marketing | 2019

Integral University, India



## CERTIFICATIONS

Diploma in Computer Application (DCA) | 2014

Tally ERP 9 And Tally Prime Certification | 2020

- **VISA STATUS: VISIT VISA - VALID TILL 18 JULY**



## SKILL HIGHLIGHTS

- Innovative and Creative skills
- Accounting Skills
- Service-focused
- Excellent interpersonal and coordination skills.
- Strong decision maker
- Complex problem solver
- Self-Motivated
- Leadership Skills
- Team & Time Management
- etc.



## LANGUAGES

- English
- Hindi
- Urdu



## Computer Skills

- MS Excel, MS word, etc.
- Tally ERP9 & Prime
- Currently working on Focus Accounting Software
- DBMS
- DMS