

# IBRAHIM BADUSHA

## Admin/Account Assistant

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### Career Objective

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Competent admin and account assistant with 4 years of experience seeking a challenging role in reputed organizations. Aims to be an associate with a progressive organization that gives me scope to update my experience, knowledge, and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

### Education

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**Rajiv Gandhi University | India**  
Bachelor of Pharmacy (pursuing)

2014 – 2018

### Skills

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- Excellent communication skills.
- Database & document management
- Editing & proof reading
- Microsoft Office
- Tally ERP 9
- Soft skills – Verbal & written communication, teamwork, customer service, interpersonal.

### Experience

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**Vertechs Technology | Doha**

May 2022 – Current

**Assistant Accountant/Data Entry**

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Performs high volume data entry using word processing, spreadsheet, database, or other software's.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (Photocopy machine, Scanner...etc).
- Scan documents and print files when needed.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Used TALLY ERP software to maintain day-to-day books of Accounts.
- Responds to queries for information and access relevant files.
- Ensure proper use of office equipment and address any malfunction.
- Delivering the product to the customer when needed.

**Falcon Mechanical Engineering | Doha**  
**Assistant Accountant**

Jan 2022 – April 2022

- Used TALLY ERP software to maintain day-to-day books of Accounts.
- Maintain Bank reconciliation Statement and reconciliation Of Debtors & Creditors.
- Maintain Journal Entry Sale, Purchase & Exp Invoice.
- Served as primary source of administrative support for the staff.
- Manage Staff payroll and Staff attendance.
- Process reimbursement forms.

**Administrative Assistant**

- Provide ongoing administrative support to senior executives, driving organizational success through the management of daily operations.
- Manage executive calendars, strategically coordinating meetings, appointments, events, and travel arrangements.
- Compose and proofread memos, letters, reports, and presentations, providing accurate, concise, and error-free communication.
- Serve as primary point of contact in the office for daily incoming calls and email communications.
- Performed general administrative tasks such as scanning and faxing.
- Calculated patients bill using cash register.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Assist in the preparation of regularly scheduled reports.
- Answers phone calls, Schedule meetings and support visitors.
- Contributes to team effort by accomplishing related results as needed.

**Personal Profile**

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Nationality	:	Indian
Date of Birth	:	23 <sup>rd</sup> April 1997
Marital Status	:	Single
Visa Status	:	Transferable resident visa with NOC
Languages	:	English, Hindi, Malayalam
Driver's License	:	India , Qatar