

BASEM AL BALKHI

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Summary

Experienced accounting professional with a strong background in managing accounts receivable (AR) and collections in the telecommunications and healthcare industries for over 10 years. Skilled in creating and reconciling aging, billing, and work in progress reports to streamline AR processes and enhance cash flow.

In addition, nearly two years of experience as an accounts payable specialist in the food production market. Demonstrated creativity in simplifying accounts payable processes and maximizing vendor satisfaction. Advanced knowledge of Oracle, SAP, ERP, MS Office Applications, including Excel and good knowledge of QuickBooks, Sage and Profile Tax Software.

As a Fixed Asset Supervisor, I successfully implemented strategic initiatives that significantly enhanced the company's bottom line. By meticulously monitoring and optimizing fixed asset processes, I streamlined supply chains, negotiated cost-effective contracts, and introduced efficiency measures that resulted in substantial cost reductions. Furthermore, my proactive approach to maintenance and asset management ensured that the company's assets were consistently maintained in optimal condition, prolonging their lifespan and minimizing replacement expenses, thereby contributing directly to increased profitability.

PROFESSIONAL EXPERIENCE

Cerelia Bakery Canada LP

Jun 2020 – Mar 2021

Accounts Payable Specialist (Oct 2020 – Mar 2022)

- Pull out AP weekly aging report and make sure all invoices will be paid as per its due date.
- Receive invoices, back up's, credit notes, bills, employee expenses and all other types of expenses and upload them into the system in its proper vendor's card and GL account after getting the proper approval.
- Print out weekly PO's report, find out the related invoices and back up's and make sure all are matching though daily work with various departments to resolve PO discrepancies.
- Daily communication with vendors, solving issues if any and work on account reconciliation.
- Process weekly EFT/wire/electronic/check payment run and send remittances to vendors.
- Prepare month end and year end accruals and assist with audit and compliance requests.

BTC Networks - Saudi Arabia

Jun 2004 – Feb 2020

Senior Accounts Receivable and Collection Manager (Jun 2009 – Sep 2019)

- Supervised daily collection activities corresponding to vendor's receivable and payable accounts and audited department's petty cash quarterly and annually.

- Prepared monthly and annual collection forecast and analysed clients' accounts history to implement company's business plans.
- Monitored customers' letters of credit from drafting to approval and negotiated with clients to apply the best terms and conditions to the benefit of the company.

Property and Fixed Assets Supervisor

Jun 2004 – Sep 2009

- **Implemented New Fixed Asset Policy:** Developed and implemented a comprehensive fixed asset policy to ensure compliance with regulatory requirements and industry best practices.
- **Prepared Standards to Obtain ISO Certification:** Led the effort to prepare and document all fixed asset processes and procedures according to ISO standards.
Developed key performance indicators (KPIs) to measure the effectiveness and efficiency of fixed asset management practices, ensuring alignment with ISO requirements.
- **Monitored Fixed Assets and Related Reports:** Conducted regular audits and reconciliations of fixed asset records to ensure accuracy and completeness.
Generated detailed reports on asset status, depreciation schedules, and capital expenditures for management review and decision-making purposes.
- **implemented Physical Control Measures:** Established robust physical control measures to safeguard fixed assets against loss, theft, or damage.
Conducted periodic physical inventories and inspections to verify the existence and condition of fixed assets, reconciling discrepancies and updating records accordingly.
Developed and implemented security protocols and access controls to prevent unauthorized access to sensitive assets and information.
- **Enhanced Operational Efficiency:** Streamlined asset supply chains and procurement processes to optimize lead times and minimize disruptions.
Leveraged technology solutions to automate routine tasks such as asset tracking, maintenance scheduling, and depreciation calculations, reducing manual effort and increasing productivity.

EDUCATION AND TRAINING

Business Accounting Diploma Centennial College, Canada	2023
Bachelor of Economics / Accounting Damascus University, Syria	2002
CMA Certified Management Accountant course 144 H. – Technical Accounting TQ , Saudi Arabia	2006

CERTIFICATES

MS Office Excel associated 2019 Centennial College, Canada	2023
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