

CURRICULUM VITAE

CAREER OBJECTIVE:

I seek to obtain a challenging management position in finance, where my knowledge, experience and skills will contribute towards the development of the organization. My dynamic personality as well as innovative ideas should help my company, managing its financials and growth.

WORK EXPERIENCE:

Classical Palace Décor and Trading – July 2018 up to June 2019

Responsibilities handled, as Chief Finance Officer:

- banking activities such as feasibility reports, projects' cash flow and arrangement of project financing, APG's, PBG's, LTR's, LC's etc..
- Management and Control of Trade Receivables, payables and cash flows.
- Banking relationships to maintain appropriate level of funding.
- Explore more structured trade facilities and establish bank lines with new banks in accordance with the enhanced trade volume.
- Develop & Implement financial procedures such as book keeping, insurance, budget & cost control, accounting functions, inventory management & control procedure.

Panorama Contracting & Engineering Services – Al Jaber Group March 2017 – June 2018.

Responsibilities handled, as Finance Manager:

- Preparation, Analysis and interpretation of Monthly / Annual Financials.
- Budgeting / Ensuring operational results within the budget
- Ratio Analysis (Sales, Profitability, Liquidity Etc...)
- Break Even Analysis, Cash Flows and Fund Flows
- Cash Forecast and Financial Planning
- Liaison with Internal / External Auditors for Annual Financials and Tax Return
- Banking Activities such as Project Financing, APG's, PBG's, LTR's, LC's Etc..
- Monitoring / Checking Staff Payroll accuracy
- Management and Control of Trade Receivables / Provisions
- Handling of Local and Foreign Payables
- Liaising with banks for routine banking and administration of credit facilities.
- Banking relationships to maintain appropriate level of funding.

Emedianet Company – Al Jaber Group June 2014 – March 2017.

Responsibilities handled, as Finance Manager:

- Developing and updating accounting, finance and management policies and procedures.
- Effective Cash Flow Management.
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
- Preparation of cost sheet of products, advising top management for effective cost control & saving.
- Overall full control on General ledger section.
- Organizing and controlling the accounts function including detailing of task to ensure daily routine transactions.
- Maintaining good relations with Banks and reporting.
- Liaising with banks for routine banking and administration of credit facilities.
- Banking relationships to maintain appropriate level of funding.
- Monitor and track the existing bank facilities, maintain the trade finance portfolio so as to meet the business needs of commodity trading.
- Explore more structured trade facilities and establish bank lines with new banks in accordance with the enhanced trade volume.
- Monitoring, recording and tracking amortization repayment schedules for all the existing fleet financing.



Hashem Hisham Qasim

Contact Information:

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Present Address:Doha

Personal Data:

Date of Birth: 04/12/1980

Sex: Male

Nationality: Jordanian

Marital Status: Married

Children: 3

Passport Details:

Passport No:

Date of issue:

Date of expiry:

Place of issue: Jordan

Visa Details:

Visa Type: Resident

Languages Known:

Arabic – English – Armenian

Interests

Interacting with people

Music

Reading News Paper

Traveling

Responsibilities handled, as Asst. Finance Manager:

- Build and maintain relationships with key suppliers in order to Administered everyday operations for managing accounts according to company procedures.
- Assisted finance manager and worked with external auditors to prepare financial reports.
- Supervised company payrolls and provided benefits to staff.
- Maintained records for accounting and prepared controls for outstation.
- Evaluated account payable and resolved issues with suppliers.
- Developed financial policies and procedures and ensured effective implementation.
- Analyzed and researched all issues and recommended resolution for same.
- Supervised and evaluated work of departmental staff.
- Facilitated in making complex invoices and processed invoices at end of month.
- Developed and documented standard operating procedures.
- Maintained inventory and recorded cost of all goods sold.
- Administered all account receivables and prepared quarterly and monthly reports.
- Prepared monthly financial statements and analyzed it on a regular basis.
- Coordinated with finance team and resolved all accounting problems.
- Outstanding ability to maintain relations with employees and clients.
- Proficient in financial concepts and practices.
- Solid understanding of computers and preparing financial reports.
- Handling all the salaries for the Labours and staffs for 13 projects – Eastern Region.
- Handling the petty cash for all 13 projects – Eastern Region.
- Attends to all queries regarding salary problems from all sites.
- Prepare, examine and analyze accounting records, financial statements and other financial reports to asset accuracy, conformance to reporting and procedural standards.
- Handling all the fixed assets for all 13 projects .
- Responsible for handling financial reporting process under the guidelines of the staff.
- Handling all the cheques for all the 13 projects suppliers.
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
- Handling Large amount of Petty Cash for all the 13 Projects.(2,000,000/- SR)
- Processing of Purchase Bills of Raw Material, Asset & Passing Bills of expenses from various departments.
- Handling all the Labours and Staffs leave applications and settlements.

Drake & Scull International (Gulf Technical Contracting Company), Senior Accountant/Payroll Accountant – Dubai, UAE – August 2008 till Nov 2010.

Responsibilities, as a Senior Accountant/Payroll Accountant:

- Responsible for the monthly Payroll for staff and workers (1700 employees).
- Monitors all time cards sent from site, sick leave, annual leave, employees passport etc.
- Update all action sheets and new offer letters in Payroll system.
- Update, monitors and prepare the deduction list for monthly payroll for staff and worker
- Prepare reconciliation of all salaries and other charges for payroll for GTCC employees under our visa and DSI visa for staff and workers.
- Prepares and check all bank transfers, cheques before sending to the bank.
- Monitor the distribution of monthly pay slips for staff and workers.
- Check all salary settlements; leave settlements, final settlements, release of passport etc.
- Check all petty cash summaries i.e: HR petty cash, CBD, E-Dirham and other DSI petty cash prepared by Visa section.
- Attends to all queries regarding salary problems from all sites.
- Prepare, examine and analyze accounting records, financial statements and other financial reports to asset accuracy, conformance to reporting and procedural standards.
- Analyze business operations, trends, and financial commitments to project future revenues and expenses or to provide advice.
- Maintain complete project files, including vendors for the entire duration of project.
- Process payments to trades and subs on a timely manner and ensure that everyone complies with requisition due dates established by the schedule or contract documents.
- Establish tables of accounts, and assign entries to proper accounts.
- Prepare forms and manuals for accounting and bookkeeping personnel and direct their work activities.
- Internal control review audit process and reporting.
- Responsible for directing the finance and accounting functions of the organization.
- Strategic and technical planning.
- Managing team of accountants.

Trust International Insurance Amman Regional – Senior Accountant, Amman – August 2005- June 2008.

Responsibilities, As an Senior Accountant:

- Keeping all the regional office General Ledger.
- Keeping the regional office salaries and related movements according to Government and our company laws (Tax and Social Security)

Controlling and monitoring our subsidiary technical accounts & financial accounts.

- Preparing closing entries and asset depreciation.
- Assist in preparing the chart of account for the new oracle system for all subsidiaries.
- Preparing different financial analysis statements.
- Responsible for accurate and timely recording and data entry of all incoming and outgoing treaty and facultative reinsurance accounting transaction, if and when required.
- Prepares reconciliation statements of banks and those of subsidiaries/ affiliate companies (SAC), reinsuring underwriter and brokers, if and when required.
- Controlling and monitoring our branches invoices and financial accounts.
- Setting up our services cost system.
- Reconciliation between regional office and our branches.
- Prepare journal voucher in the area of competence for approval from Finance Manager/Superior along with data entry.
- Prepare Debit & Credit notes for subsidiaries and reinsurers, then handover to finance manager/Superior.
- Manages Petty Cash and other expenses.
- Prepares and analyze monthly management accounts (Trial balance/ Cash flow) statistics, periodical financial accounts, and balance sheet. Overseas the company fixed asset portfolio, Prepares depreciation schedules and catalogs furniture, fixtures and equipments.
- Any other responsibilities assigned by the Finance Manager/Superior.

Trust Algeria Insurance & Reinsurance Accountant – Accountant, November 2004 – August 2005.

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KEY SKILLS

- Well presented, articulate and a good communicator.
- Able to work effectively in a fast busy office and when under pressure.
- Ability to evaluate prioritizes, organize and delegate work schedules.
- Assisting departments with queries on documentation requirements & submissions.
- Able to deal with highly confidential matters professionally & discreetly.
- Ability to handle large volume of Works.
- Extensive knowledge of Excel spreadsheets.
- Excellent working knowledge of all Microsoft Office Packages.
- Ability to multi task and manage conflicting demands.
- Knowledge of ERP

ACADEMIC QUALIFICATIONS

- B.Sc. in Finance & Banking - Algerian University – 1999-2003
(Course covered wide aspect of Finance, Banking, Accounting & Economic together with Business administration topics.)
- Secondary School – Jordan – 1998 - 1999.

COMPUTER LITERACY

- Other Tools : MS – Office \ Internet
- OS : Win 95 / 98 /2000 /2003 /2007/ XP/
Win Vista, Mac/ERP/MC.

PROFESSIONAL TRAINING

- Involved in Practical Application for Social according to the latest amendments – Eshar Center for Training.All Kinds of Insurance and
- Reinsurance Training Course – September’ 2005.
- Fire (Business Interruption) Insurance Training Course – June’ 2005.
- Training course in commercial English language - American Language Center – June, 2004.
- Knowledge of Oracle & Horizon accounting system.

Reference:

On Request can be provided.

Signature

