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[**Hameed.361689@2freemail.com**](mailto:Hameed.361689@2freemail.com)

**Objective**

**To obtain the challenging position in reputed organization that to utilize and develop my skills and experience in the field of computer.**

**Education profile**

* **Bachelor of Commerce– Finance**

Madurai Kamaraj University,Tamil Nadu, India

**Diploma in Computer Application**

Mohamed Sathak Polytechnic, Tamilnadu, India

#### **Computer proficiency**

* **Oracle 8i , Visual Basic 6.0**
* **Tally 6.3**
* **MS Office ( Excellent Knowledge in Excel & Word )**
* **Diploma in Auto Cad 2000**
* **DTP and PhotoShop**

#### **Core Competency and skills.**

* **Excellent time and resource management**
* **Top-performing professional; multi-tasking ability**
* **Productivity and performance enhancement Team building / Team development**

#### **Work Experience**

**Concern 1 : FUSION POWER FZE , Sharjah, U.A.E**

Designation : Senior Accountant

Period : May 2015 – Till Now

**Concern 2 : STAR BULK GENERAL TRADING LLC ,Duabi ,U.A.E**

Designation : Senior Accountant

Period : Feb 2013 – Aug 2014

**Concern 3 : SPEED COMPUTER SERVICES,AbuDhabi U.A.E**

Designation : Accounts Executive

Period : July 2011 – Jan 2013

**Concern 4 : AL GHURAIR UNIVERSITY, Dubai, U.A.E**

Designation : Accountant

Period : Oct 2006 – July 2008

**Responsibilities Handled Over Various Periods Include**

* **Preparing Daily Margin and Sales Turnover**
* **Preparing of Cheque**
* **Verification of Petty Cash and Expenses and Procedure**
* **Independently Handling Branch Accounts & Multi Company Accounts**
* **Reconciling Bank Accounts**
* **Maintaining Bank SOA & PDC**
* **Preparing Balance Sheet and Finalization Report**
* **Maintaining Foreign Bank Fund Position**
* **Maintaining Payable & Receivable**
* **Preparing Supplier and Customer Balance Confirmation**
* **Preparing Inventory Control**
* **Knowledge in Bill Of Exchange**
* **Preparing WPS for Payroll**
* **Managing HR Roll Also**

**I assure you that if I am selected will discharge my duties to the entire satisfaction of my superiors and I also assure you that I always abide by rules and regulation of the concern.**