**Hisham**

BBA Finance

Email address: Hisham.383527@2freemail.com

Visa Status: UAE Residents (Student Visa)

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| Career Objective | *My aim is to work innovatively for the enhancement and betterment of the kind of education given today. I aspire to work for an institution which offers career growth and chances to learn and improve my knowledge.* |
| Summary | Currently I am doing Masters (MBA) from Abu Dhabi University, I am Graduated from ADU BBA Finance, December 2017, Currently I am working in **Dorma Kaba** Jabal Ali, As a paid Intern for 6 months in Finance department. Moreover, I have completed my internship in Revenue Cycle Department at Al- Ain Hospital. Continued working as a volunteer in same department. I also worked as a paid contract employee in Finance Department at Abu Dhabi University. Quick learner, self-motivated highly-energetic individual. |
| Educations | Master in Business Admiration(MBA) Expected Graduation 2019BBA in Finance, Abu Dhabi University. Graduate 2017 |
| Experience | **6 months Paid Internship at Dorma Kaba (Current position)****Assistant Accountant** * Managed and recorded company expenses.
* Compiled and reviewed information for accuracy
* Maintained files, and computerized accounting databases
* Answered telephones and solved customers' queries.
* Performed general office duties and administrative tasks.
* Handled invoices from vendors as well as from customers daily
* Input individual tax information using Excel

**Account Payable** * Review and verify invoices and check requests.
* Sort, code and match invoices.
* Set invoices up for payment.
* Prepare and process electronic transfers and payments.
* Prepare and perform check runs.
* Assist with month end closing.
* Maintain vendor files.
* Monitor accounts to ensure payments are up to date.
* Reconcile accounts payable transactions.

**Internship at Al-Ain Hospital in Finance Department 2017*** Respecting the policies, rules and regulations of the hospital.
* Target Achieving (On average 400 data modifications/updates per day.

That includes Physician’s name, removing holds and claiming charges, dealing with legal and illegal patient, dealing with daman Thiqa and non Thiqa patient.* **To ensure timely claims of bills to insurance companies.**
* **Reclaiming bills from insurance companies that are rejected.**
* **To respect all Internal Control Procedures**

**Work at Abu Dhabi University in Finance Department (2018)*** Responsible for solving Students Complain And providing them Information about fee procedures
* Calculate daily total payment received and Reconcile with total Payments Received.
* Solve Billing Problem and handle Students inquiries.

**Worked as a Cashier at Dubai Air show (2017).****Worked as Cashier at Food Festival (2017)** |
| Key Competencies | * Interpersonal skills
* Attention to detail and accuracy
* Adaptability and stress tolerance
* Team work
* Confidentiality
* Ability to meet deadlines
* Judgment
* Communication skills - verbal and written
* Listening skills
* Critical thinking skills
* Problem -solving skills
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| Computer Skills | * ERP(SAP)
* Microsoft Office
* CERNER (Information Management System for SEHA) used in all the SEHA Hospitals for managing the Patient details)
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| Language | * English (fluent)
* Urdu (fluent),
* Arabic (Basic)
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| Personal Information | * Valid UAE driving license.
* DOB 20/06/1994
* Marital Status: Single
* Nationality: Pakistani
* City: Dubai
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| Reference | * Available on Request
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