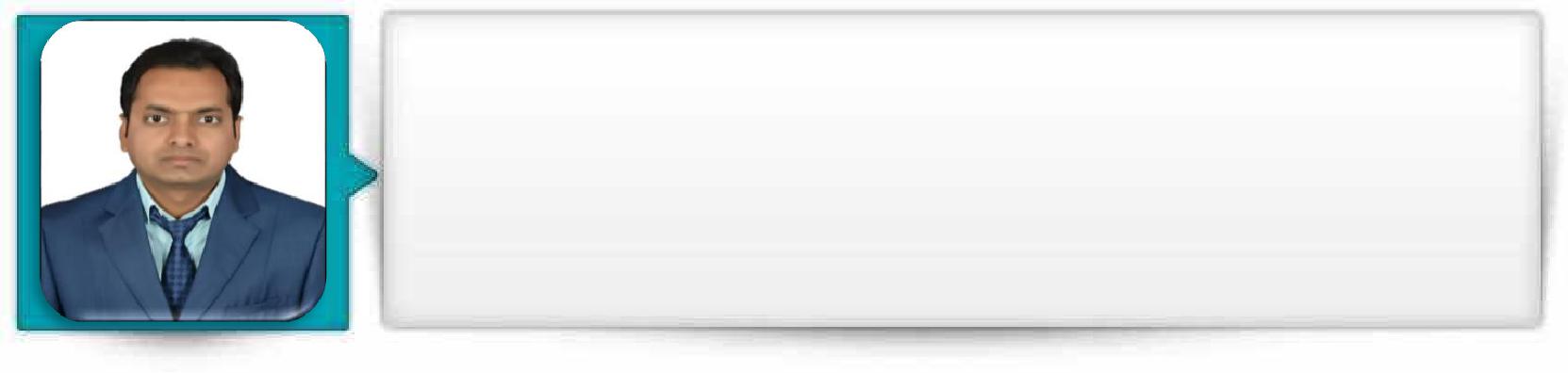
**Hamid**

**Administration & Business Development Professional**

Expertise in global business development with hands-on experience in cultural and

economic affairs in Gulf Countries; targeting assignments in **Administration**

**/Business Development/Operations Management** with over **6 years** of

experience and fluency in **English.**

Location Preference: UAE/Oman/Qatar

 [Hamid-392057@2freemail.com](mailto:Hamid-392057@2freemail.com)

 Key Skills



Business Development

Receivable Accounts

Market & Competitive Analysis

Flexibility

Organization and Communication

Business Development

Revenue Generation

Team Building & Leadership

Relationship Building

 Profile Summary

Versatile professional with sound experience in Accountant & Business Development with reputed organizations having expertise in all aspects of the business starting from sales and promotions to resolving the customer issues.

Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. Skilled at planning, directing and maintaining efficient process and work on the floor with expertise in driving large scale revenue & profit gains; skilled in developing relationships with distributors by identifying the strength of each team player and coordinating with them for effective business development.

Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Excellent interpersonal, analytical and negotiation skills with proven track record of utilizing process-oriented approach towards accomplishment of organizational goals.

 Career Timeline

2012-2015 Assistant Admin in Usha Martin India Pvt ltd.



2015-2017 Office Administration in smart zone Contracting LLC.



2017-2019 Accountant cum Administration in Matra Fashion.



**2012-2015** **2017-2019**

 Education  IT Skills

Personal Details



Bachelor in Business Administration (BBA)



Diploma in Computer Accounting from IIC Academy.



M.S office (Excel, Word, Outlook), Tally 9.0



**Date Of Birth:**14thApril 1988



**Languages Known:** English, Hindi & Urdu



**Permanent Address :** Bihar, India



**Nationality :** Indian



**Marital Status :** Single



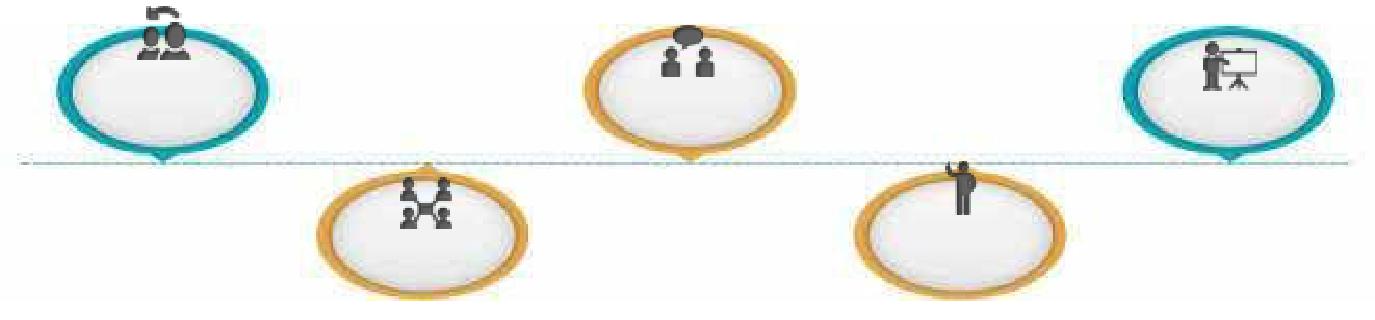
**Driving License:** Learning License (UAE)



**Visa Status :** Visit visa



 Soft Skills



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change |  | Communicator |  |  |
| Agent |  | Planner |  |
|  |  |  |
|  |  |  |  |
|  | Collaborator |  | Motivator |  |
|  |  |  |  |

 Gulf Work Experience

**June’15-Aug’17 with smart zone Contracting LLC, UAE, Dubai, as Office Admin**

Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.



Preparing daily cash and cheque collection statement in excel.



Maintaining books of Accounts.



Manage the day to day financial transactions of the company.



Maintain book of accounts in a computerized environment.



Responsible for daily funds position, receivables position & reporting to Finance Manager Control petty cash; prepare render accounts of individuals & departments.



Check, verify and process of Invoices for Payment timely & in accurate manner Bank reconciliations



Responsible for maintaining up to date accounts receivable records



Follow up with clients on the collection of due and overdue invoices



Review of accounts receivable and accounts payable vouchers



Review of the purchases and sales journal and the cash receipts and disbursements journal.



Follow up the inquiry and making quotation.



Scanning of required documents (invoices, fax) by training specialist.



Visa Processing of employee



Arranging the Air Ticket for Employee and send they back to their Country.



Pay to Employee his F&F like Leave Salary, Gratuity after completion his contract.



Arranging lodging, food, and accommodation for staffs and clients.



Sourcing candidate’s CV’s from various job boards or other media sources



Replying e-mail regarding the invoices for payment, PO issuance and remind all nominees for the schedule of training.



Establishing stationary requirements for the Office and prepare a list for authorization by the Manager.



Processing of the entire payroll on a monthly basis.



Managing payroll and other tasks relating to staff wages.



Arranging interviews and confirming interviews by email.



Coordinating and communicating activities for the Office, including all employee events.



Following standardized company procedures relating to all aspects of Office performance.



Answering incoming calls in a professional manner.



Managing appointments and arranging meetings for the Dept. manager.



Indian Work Experience



***Jan’12-Feb’15 with Usha Martin India Pvt ltd, Jamshedpur, as Assistant Admin.***

***Nov’17-Feb’19 with Matra Fashion, New Delhi, as Accountant cum Admin.***