[Download the original attachment](https://mail-attachment.googleusercontent.com/attachment/?view=att&th=1386242a4b403796&attid=0.1&disp=attd&realattid=f_h4cwmlpr0&zw)

**M. Hashim**

Email : **Hashim.252168@2freemail.com**

**Objectives**

To obtain a responsible and challenging position in a professionally managed organization. I am looking forward to an opportunity where I can utilize my skills in contributing effectively to the growth of the organization and an opportunity for further advancement in my career.

**Highlights**

* Dedicated and focused, willing to take on challenging roles, tough assignments and work to tight deadlines.
* Demonstrated exceptional leadership and problem-solving abilities, highly professional, efficient planner, and excellent communication and negotiation skills.
* Confident, self-driven, self-motivated and ability to take ownership in solving issues/problems.
* Ability to maintain accounts till finalization.

**Academic Qualification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Education** | **University/College** | **Place** | **Grade/Division** | **Year** |
| 1. | Master of Business Administration- (MBA) | Shobhit university | Meerut, UP- India | First Div | 2014 |
| 2. | Bachelor of Commerce- (B.Com) | Deen Dayal Upadhyay Gorakhpur University | Gorakhpur- UP-India | Second Div | 2006 |
| 3. | SSC | M.S.I.I. College | Gorakhpur- UP-India | Second Div | 2003 |
| 4. | HSC | M.H.M.H.S. School | Gorakhpur- UP-India | Second Div | 2001 |

**Certification/ License**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Course/ Certificate** | **Institute** | **Place** | **Grade** | **Year** |
| 1. | Certified Finance Professional- CFP | The Institute of Financial Consultant-Canada, US | Dubai-U.A.E | Passed | 2013 |
| 2. | Tally Graduate | Islamia College of Computers | Gorakhpur- UP-India | Passed | 2007 |

**Areas of knowledge and Expertise**

* Strong finance and accounting background of 08 years General accounting, Accounts payable and accounts receivable, Audit Assistant including 06 Years U.A.E Experience in Shipping Industry
* Handling All the accounts up to finalization.
* Excellent computer skills in MS Office, MS Excel and Emailing systems
* Expertise in WPS, Bank Reconciliation, Ledger Reconciliation
* MIS Reporting
* Expert in Invoicing, Online payment and banking
* Possess strong analytical and problem solving skills.
* Effective at multi-tasking and able to perform under pressure
* Handle the accounts independently.
* Expertise in SAGE, ERP and Tally Accounting Software
* Cash Flow Management
* Monitoring Payments and Receipts
* Excellent communication skills in English, Urdu and Hindi

**Work Experience**

**Inter Seas Shipping LLC** (Oct-2015 – Present)

* Preparing of invoices and payment follow-up
* Prepare various reports surrounding the metrics of the sales department: quarterly sales results, annual forecasts and account status reports
* Verifying Accounts payable, Accounts receivable, General Ledger, Bank Reconciliation, Ledger Reconciliation etc
* Preparing sales Revenue report and company expenses report
* Salary preparation and processing through WPS System
* Excellent communication skills in English, Urdu and Hindi, verbal and written both
* Extensive knowledge of keeping records, maintain the records and track the financial transactions.
* Preparation of Financial statement monthly and submitted to Head Office
* Ensure timely submission of invoices and collection of open receivable
* Preparation of Cash and receivable forecast on monthly basis
* Preparation of bank reconciliation,
* Assisting Auditors in office Auditing.
* Review the Balance Sheet accounts and Profit & loss accounts at macro level & ensure integrity of all reported financial statements
* Online payment, Banking, PDC Cheque tracking and credit revenue
* Tally ERP based reporting system.

**O G F Shipping** Dubai-U.A.E **Accountant :** (May-2014 – Sept-2015)

* Handling all the Accounts independently
* Cash Flow Management
* Strong in numbers and having remarkable logical and analytical skills
* Prepare various reports surrounding the metrics of the sales department: quarterly sales results, annual forecasts and account status reports
* Verifying A/P, A/R, General Ledger, Bank Reconciliation, Ledger Reconciliation, WPS payroll etc.
* Preparing sales Revenue report and company expenses report
* Excellent communication skills in verbal and written both
* Extensive knowledge of keeping records, maintain the records and track the financial transactions.
* Preparation of Financial statement monthly and submitted to Head Office
* Ensure timely submission of invoices and collection of open receivable
* Preparation of Cash and receivable forecast on monthly basis
* Preparation of bank reconciliation,
* Preparation of costing of the job
* MIS report, submitting to Finance Manager
* Assisting Auditors in office Auditing.
* Review the Balance Sheet accounts and Profit & loss accounts at macro level & ensure integrity of all reported financial statements
* Online payment, Banking, PDC Cheque tracking and credit revenue
* ERP based reporting system.

 **PENTA OCEAN SHIP MANAGEMENT** Dubai-U.A.E

**Accountant:** (Sep-2011 – May 2014)

* Verification of Accounts Payable, Accounts Receivable.
* Served as the key person for central co-ordination of all accounting.
* MIS Reporting to Finance Manager.
* Handling petty cash.
* Banking, Online Payments, Cheque payments and PDC cheque tracking
* Checking and preparing cash/bank vouchers
* Assisting to maintain Cash flow and fund flow.
* Budget cost control.
* Maintaining balance between all with sister companies.
* Supervise of accounts team.
* Build a good relation between bankers and Vendors.
* Ensure that information flowed to and from the President.
* Daily base accounting system.
* Invoicing to customers and tracking the sales revenue
* Checking and verifying the supplier invoices and preparing the payments on time.
* Assisting Auditors in company Audit during Audit period, providing All the necessary documents to Auditors.

**FOURTEEN STAR SHIPPING MANAGEMENT** Ajman,U.A.E **Accountant:**  (May 2010–Aug-2011)

* Accounts Payable and Receivable
* Bank reconciliation
* Issuance of vouchers manually & Computerized
* Handling of Petty Cash
* Vessel Charter Party Hire Accounts
* Issuance of Crew Salary Details monthly and online transfer To their Accounts
* Keeping records of Vessels Cash on Board and Provision
* Arranging Final settlement of Crews members for 14 Vessels
* Supervise Bank Transaction and Issued Cheque.
* Reporting to Finance Manager

 **PERSONAL PROFILE**

 Date of Birth : 04/Jan/1988

 Nationality : Indian

 Gender : Male

 Marital Status : Married

 Visa Status : Residence Visa

 Languages known : English, Urdu & Hindi

 Driving License : Issued from RTA Dubai