HASSAN

Bur Dubai, Dubai, UAE.

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Objective

Highly motivated finance professional over 7years diverse experience with proficiencies in SAP S/4 HANA, SAGEACCPAC, TALLY ERP 9.0and financial reporting to management.

**Education**

* MBA in Finance from ICFAI National College, 2006 – 2008
* Bachelor of Computer sciences from Nagarjuna University,2003 - 2006.

**WORK EXPERIENCE**

**Senior Accountant (ARAMEX EMIRATES LLC) April 2010 *-* April 2018*.***

***Main Tasks and Responsibilities***

* Verify, allocate, post and reconcile accounts payable and receivablein SAP.
* To prepare debit notes, credit notes, receipts and other relevant documents.
* Execute cash flow actuals and estimates as requested by invoicing manager.
* To facilitate month end and year end closing and support in generating reports for internal and external audits.
* To ensure cost is booked in A/P accounts and transferred to SAP from internal tracking system.
* Reviewing coding all the petty cash expenses in their correct nature of expense.
* Consolidated invoices toVIP clients for payments reconciliation in SAP every month.
* To analyze customer base for accounts exceeding credit terms and action for controlling.
* To execute reference settlement done in SAP and facilitate cost balance to be zero for financial reporting.
* To finalize production report for senior management and finalization of profit for sales.
* Unapplied cash report to be generated weekly and follow up on details for reconciliation of accounts
* Ensure proper accounting records are done with reference to VAT to avoid non-compliance and fines.
* To perform invoicing policies and Procedures to ensure accurate and timely capturing of revenue and issue of customer invoices in SAP.
* Creating the contract rate sheet with reference to all destinations for Clearance and delivery in GCC.

**Relationship officer (*ING VYSYA BANKltd).June 09 – Mar 10***

* Maintaining the database of all the account holders and keep track record of AQB.
* Demonstrated the skills in acquiring HNI clients to the bank’s insurance division, based on the leads provided.
* Effectively implemented the business plans set by the Regional head of the bank and thereby achieved the targets within the timelines specified.
* Expertise in providing advisory services to HNI Clients in Investment / Wealth Management solutions thereby enhancing returns on investments.
* Facilitating a dedicated fund manager for HNI’s who invest more than 10 Lacs for PMI’s.

**Kotak Securities ltd (Broking), Mar 08 - Sep 08**

**Assistant manager (Acquisition), Vijayawada.**

* Giving the customers apt recommendations in intra-day and long-term calls which have been analyzed technically and fundamentally by the highly skilled fund managers and management.
* Analyzing prospective clients and providing them apt recommendations through equity research for clients of short term and long term origin.
* Increasing the margin for the company by making existing clients and new clients do active trading
* Gather & define business requirements while managing the risks to improve business processes.
* Professional appearance, hospitality, optimum utilization of resources in stimulating sales.

**Summary of Strengths**

* Self-motivated, able to organize, analyze and meet organizational deadlines.
* Capable of handling a diversity of responsibilities at the same time.
* Communication Skills and interpersonal skills.
* Achievement oriented with excellent management skills.
* Ability to adapt the change proven good at problem solving, coordination and financial analysis.

**Interests**

Playing cricket, Walking etc.

**IT Skills:**

* OS : Windows 9X, MS Office 2000,
* SAP Hana – FICO Module (ERP).
* ACCPAC – Accounting Software.

**Personal Dossier**

Date of Birth : 29 march 1985.

Languages Known : English, Urdu, Hindi, and Telugu.

Marital Status : Married

Visa status : Permanent.

**References:** Available on request.