**Hisham**

BBA Finance

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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 2019  BBA 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 |
| Computer Skills | * ERP(SAP) * Microsoft Office * CERNER (Information Management System for SEHA) used in all the SEHA Hospitals for managing the Patient details) |
| Language | * English (fluent) * Urdu (fluent), * Arabic (Basic) |
| Personal Information | * Valid UAE driving license. * DOB 20/06/1994 * Marital Status: Single * Nationality: Pakistani * City: Dubai |
| Reference | * Available on Request |