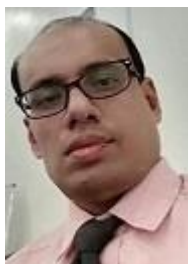


Sahul Hameed



Contact

Address:

CHENNAI. TN. INDIA

Phone: Mobile

+91 9791175078

Email:

Sha_hameed@hotmail.com

Languages

ENGLISH

TAMIL

RUSSIAN

ARABIC

Education

DEGREE: BACHELOR OF COMMERCE & ACCOUNTING (B.COM)

University MK, Tamil Nadu, India

P.G.D.BUSSINESS ADMINISTRATION

(Finance , Accounting & Admin)

University AM, Tamil Nadu, India.

Diploma in Computer Application-TN Exe- Retail Management- (Studying)

In House Training - Internal Accounting
-Reports, Hyperion, Marketing & VM.

Computer Skills & Accounting System:
Oracle -ERP- EBS & ODOO and ZOHO

Additional Information

DOB : 04-01-1971

NATIONALITY: INDIAN

MARITAL STATUS: MARRIED

RELIGION: ISLAM

Summary

Well Comprehensive Experience (Retail

Chain/Automobile/Transport/MEP Sectors (OG) (KSA- UAE-CIS)

Related to Accounting Practices & Operations and Controls.

FA- AP-GL- AR- Branch Accounts and Administration, Reconciliation and Vendors Management.

15 Years in KSA and 9 Years UAE and CIS Countries.

Skill Highlights

- **ORACLE** – EBS/WMS/RMS/COW/ORIM/OBIEE/OR SM & Financial Reports.
- **ZOHO** – All in one – API & FA
- **ODOO**- ERP -API & FA
- MSGP- TALLY –Book Keeping.
- MS- Office – Excel –Word –Power Point and Outlook.
- Data Entry Management
- Monthly Reports & Finalization
- Budget Vs Actual
- Audit completion – KPMG Preparation.
- VAT & Taxation
- Accounting Reports
- Deadline Oriented
- Month end Close Process
- Formation New Entity & Set up Dept.
- AP Speciaiest
- Cash Flow
- Sales Support
- SCM

Experience

Sep 2019 to Aug 2021

HJM TECH CO LTD, JEDDAH

Chief Accountant

New Set up Business Electronic Transport Brokerage System – Online Services Trucking Industry.

Responsibilities : (AP-GL-AR- REPORTS)

- New Set up Finance Department Implementation.
- Accounting Manual & Policies Preparation.
- Operations Accounts – AP-AR- GL Full of Operations.
- Business Plan Updating & Presentation to Investors
- Set up New Finance Management System Cloud Based - ODOO- ERP- system
- Integration Accounting Support From API to FMS
- Create COA & Data Migrations and Training Staffs.
- Create internal Support Forms Finance and Implementation.
- Preparation TB income & Expenditure and Balance sheet.
- Preparation Asset Register and listed of all Assets &calculated Deprecation YTD.
- Reconciliation all of Ledger Accounts/ Bank Reconciliation / Vendors Reconciliations.
- Preparation VAT Claim invoices Reports. & Recon.
- WPS- Preparation and Upload in Bank Portal
- Prepare Finance Reports- Monthly wise and YTD
- Reconciliation all GL Accounts
- Cost Analysis Reports (COGS)
- Prepare Department Expenses Reports.
- Monthly Expenses review & Meet with HOD
- International Purchase Monitoring.
- Staff Benefits Accounts Monitoring
- Assist to Accounting Team staff
- Final Audit - Year End closing - Audit Plan- Documents and Reports Preparations for External Auditors.
- Supplier and Customers Reports Reviewing and Follow up

Nov 2006 to Oct 2018

Accounting Supervisor

KOJ GROUP LLC (H.O UAE & REG OFFICE –JEDDAH KSA)

Profile – Kamal Osman JamJoom Group based on UAE and Operations KSA-UAE- other Gulf and Europe Largest retail stores 750 Outlets in Regions. Products Fashions /Cosmetics/Toys & Interior Decorations (**Brand owned – Nayomi/Mikyajy/Soiree/Mihyar- Nay Moda /saloon and Intentional Franchisee - The Body Shop/ Early Learning Center/Neel Yard/Logo and Past Brands bebe/ List / Leaf /Ulla Popkin).**

Accounting Supervisor - Group (AP- GL) – 11y -11m

Responsibilities :

- Supervising & Monitoring Accounts Payable Sections Day to Day Activities (International & Local Suppliers and others Team 8)
- Payment process & Review AP Transaction Approval And Policy & Lead.
- Vendors Management –Creations/Account Mapping /AP/SOA/Follow up/ Buyers Negotiation.
- 3 ways Invoice Matching (RIM System) OFS Updating by Super user
- Review Budget Vs Actual and follow up Department budgets
- AP Register Reviewing daily basis (Excel summary and System)
- VAT invoices Monitoring and correction if any error
- FDC Operation (Customs duty + VAT – FDC charges –Review)
- Marketing & consumables Expenses Tracking and Review
- GL Accounts Review and Investigate error/All of Opex and Capex Expenses .
- Staff Insurance Invoices records – Reviewing and processing. Month End Process (AP & GL)
- Month End closing AP system and Transfer all of data To GL
- Review all of GL Transactions before Final closing period.
- Timely Posting of Journal General, Accrual, Reversal and Periodic Accounts.
- Accounts Payable Support, centralized AP function, and reconciliation.

Reports –Reconciliation –Period closure

- AP –Period closing Process – End of Month and All of AP Transaction Transfer to GL (Weekly basis and Month end) and GL Period closing
- Preparation GRN Reports / Markeing –VM Reports & Analysis.
- Preparation Prepayment Reports (Advance with Supplier) and review with buying team Dubai and KSA.
- AP Data Vs GL data Reconciliation and GRN Vs Purchases Recon,
- ALL AP Trade & Vendors advances monthly wise and updated YTD
- Prepare Accrual Transaction / Allocation and Recon monthly wise.
- Reconciliation & Review TB Vs GL details Transactions with Remarks
- Prepare CUY Gain /Loss Reports monthly wise.
- Statement of Accounts supplier Reconciliation by monthly (Main supplier) & Quarterly /half yearly and end of closing year for audit.
- Prepare Forecast Reports (AP payments supplier-Staff-and others)
- Reconciliation Cost of Sales Reports.
- GL Supervising – All of GL accounts Reconciliation, Monthly review Trail balance and Prepare Financial reports
- P&L & BS Reviewing &Prepare FS Submit to MGT Support Team.
- Preparation Adjustment JV Monthly and Year end Closing.
- Tressuery – LC Operations – Banking – Sales Receipts.
- Intercompany Affiliates Transactions and Reconciliations,
- Prepare Final audit schedule (KPMG) and assist to External auditors for closing FS Reports .

SEP 2004 to Oct 2006

Senior Accountant

AL YOUSEF GROUP LLC – DUBAI UAE

Profile: Al yousuf Based in UAE Automobile Industry/ Electronics/ Computer and other services – Leading Brand – GENERAL MOTORES (GM-) DAIHATSU /YAMAHA/SUZUHI & ADVANTAGE SS- 30 Show Rooms and 75 stores in UAE. And 11 Workshops.

Responsibilities :

- Manage the team of AR Accountants on Different Locations
- Sales invoices Verification and match with inventory
- Posting All of Transaction to GL daily basis.
- Workshop Discount Allowed to review in System.
- Branch Expenses –PCF-Other Expenses Reviewing Approval Pay.
- AR/ AP Reconciliation Monthly wise and Oversee Credit Ageing.
- Inventory Reconciliation Show Rooms / Parts and Workshop
- Debtors and Creditors Reconciliation every 15 days if any over Due/ Unpaid Check with AM/SM to Follow up.
- Workshop Expenses Reviewing and Claim Follow up.
- Prepare Branch IS-BL- Cash Flow – Sales Reports- Workshop Analysis Reports – PDC – Bank Reconciliation Submit to AM.

FEB 1997 to MAY 2004

Branch Accountant & Branch In charge – CIS

UAE -4 Years

CIS – 4 -1/2 Years

UAE Driving License (Expired 2009)

HWT GROUP LLC – DUBAI (UAE) Br. ALMATY –KAZAHSTAN

Profile: HWT Group LLC Based on Hongkong and Regional Office in UAE Business MEP/Trading and Import & Export Supplies Oil & Gas-/ Factory / Plants. Distributors RS Components/ JWH/ SAF/ Fenner and Other Parts. Major Supplies in CIS countries.

Responsibilities:

- Branch office Monitoring all of Functions and Reports to UAE
- Maintaining AR AP Records In System (Tally & IC RS)
- PCF- Other Expenses Recording and Filing
- Accounts Payable Support- Centralized AP Functions and Recon.
- Sales Invoice Reviewing and Validation.
- Preparing Ageing Reports of Debtors and Creditors Monthlywise.
- Process Supplier payments Local and International Vendors.
- Review GRN Reports – Validation and Stock control of outlets.
- Follow up sales Team- Overdue unpaid invoices and take actions.
- Credit limit and Terms Policy Documents Maintaining.
- Preparation of monthly Trial Balance/ Income Expenditure / Balance Sheet / Cash Flow / Stock and statement & reports submit to UAE HO
- Branch office Monitoring all of Functions and Reports to UAE
- Coordinate & Review Reports with Local Russian Accountant.
- Closed Job order on the WIP Module or daily basis .
- Meeting with supplier and customer in Kazakhstan sectors.
- Vendors Management – Support to Plant Operation.
- Follow up Local customs/ Tax Department Activities.
- Local Audit Support and Preparation Documents.

CV