

Mustafa Al-Hashim, Credit Controller

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Profile

Highly effective and dedicated sales controller adept in guiding management decisions in the sales and operations planning. Experienced in developing annual strategic and financial business plans, as a result of working closely with management teams. Bringing forth several years of valuable industry experience, combined with a passion for helping companies to maintain an adequate system of accounting records.

Employment History

May 2012 – Present

Credit Controller, Bin Quraya Holding Company

Dammam

- Develop and monitor a credit control system in collaboration with sales and marketing finance and executive team members.
- Establish policies that follow customer service best practices while customers submit payments on time.
- Check consumer credit reports, approve or deny applications and communicate decisions to the appropriate personnel in a timely manner.
- Negotiate payment plans with consumer and set loan terms and conditions accordingly.
- Maintain loan records, conduct regular analysis of the credit-control system and implement changes as needed to reduce bad debts.
- Report any payment issues to management or the appropriate team.
- Follow up on overdue invoices and payment and implement company collections procedures as necessary.
- Look for ways to improve debt collection processes.

Feb 2010 – Apr 2012

Accountant (A/R) , ETE Company

Dammam

- Process accounts and incoming payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data.
- Prepare bills, invoices and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.

Jul 2009 – Jan 2010

Accountant , CSC Arabian Ltd Company

Riyadh

- Processing in a computerized accounting system (ERP) Sage ACCPAC system V.5.5 – Accounts Payable, invoicing and accounts receivables, Cash Receipts, Journal Vouchers & General Ledgers.
- Preparation of Monthly Subsidiary Ledgers: (Vacation Accruals, Prepaid Housing Amortization, Medical Insurance, End of Service, Bank Reconciliation, Office rental accruals and Taxes accruals).
- Handle monthly Petty Cash Fund disbursement and replenishment.
- Responsible for checking and verification of all employees and sub-contractors weekly time-sheets.
- Receives and maintains employees Leave Requests Forms for Vacation, sick leaves and emergencies. Checks all information on leave Requests Forms and ensures that it matches with the submitted weekly time-sheets.
- Receives and coordinate with Purchasing Department for all issued Purchase Order. Prepares and updates subsidiary ledgers for all received P.O and ensures correct serial numbers.
- Receives NIC Participants weekly time sheets for Engineering.
- Responsible for the preparation of Office Receipts and bank deposit forms for all cash and check collections.
- Responsible for the systematic filling of all accounting records and files (Purchase Order, Time sheets, Employee Assignment Agreement, Payment Vouchers, Receipt Vouchers, Bank Statements, Petty Cash Vouchers, Sub-contractors Agreement etc.).
- Controls and Verifies utility bills (electricity & telephone charges).
- Preparing monthly reports and payment to the (General Organization for Social Insurance (GOSI).

Jun 2008 – Jun 2009

Accountant, Saudi Council of Engineers

Dammam

- Manage all accounting transactions.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheets and profit/loss statements.
- Audit financial transactions and documents.

May2006 – May 2008

Operation Coordinator, Saudi Hollinde Bank

Dammam

- Processing The Document Under Import L/C.
- Settlement of due date documents.
- Settlement of Islamic documents.
- Issuing of shipping Guarantee.
- Checking the document accuracy according to the " USB " 600.
- Dispatching the document to our customers.

Sep 2005 –Apr 2006

Clerk Accounts, Tawuniye Insurance Company

Riyadh

- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to company personnel.
- Research, track and restore accounting or documentation problem and discrepancies.
- Inform management and compile report/summaries on activity areas.
- Function in accordance with established standards, procedures and applicable laws.
- Constantly update job knowledge.

EDUCATION

2003 – 2005

Diploma in Accounting, Institute of Public Administration

Dammam

REFERENCES

Reference available upon request