

***Personal Data:***

***Name: Hazem Hassan Dawood***

***Date of Birth: 29/01/1974***

***Gender: Male***

***Place of Birth: Cairo – Egypt***

***Nationality: Egyptian***

***Social Status: Married***

***Military Status: Doing***

***Religion: Muslim***

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***JOB OBJECTIVE:***

*To work in a professionally competitive and challenging environment where growth prospects exist, thereby allowing me to enhance my professional development, while playing a key role in the achievement of organizational goals.*

*My objective is to obtain a suitable position where my experience and expertise can be utilized in Finance - Senior Accountant & Audit functions.*

***STRENGTHS:***

*Dynamic leader and a good team player with 15 years of experience in Insurance Industry having worked in Underwriting & Reinsurance, Claims Management, Finance, department under various capacities.*

***Educational Attainment:***

*B.Sc. of Commerce - Faculty of Commerce Ain Shams University, Egypt*

*Windows and Application – WinWord – Excel – Power Point – Web User*

## ***Training & courses***

*Courses at BIBF Institute- Professional Insurance Certificate (P I C) from Bahrain institute of Banking & Finance in Kingdom Of Bahrain.  
Insurance Foundation Certificate (IFCE Certificate) from the Institute of Banking - Saudi Arabian Monetary Agency in K.S.A*

*English Courses, 10 levels, 1993 -1997 English Ministry of Defense Institute*

*P.C Applications Course 1994, Ministry of Defense Institute, Office*

*Applications Course, 1997 to 1996.Windows1994, Excel in1995, Access1996.*

*Course in engineering insurance From the Al-Ahlia Academy of Al-Ahlia Cooperative Insurance Co.*

*Course in medical insurance From the Al-Ahlia Academy of Al-Ahlia Cooperative Insurance Co.*

## ***Working Experience:***

### ***2011 up To date:***

#### ***Saudi Arabian Cooperative Insurance Company – K.S.A***

##### ***Senior Accountant of Western Region Office:***

- *Proper recording of daily business transactions in the ORION and ERP oracle Accounting Software*
- *Preparation of Cheques, bank deposits, Transfers, receipts and payment vouchers.*
- *Calculations and preparation of VAT to the broker and government*
- *Preparing bank reconciliation of bank transactions in monthly*
- *Coordinate with reinsurance department regarding facultative premium and claim share settlements.*
- *Calculating and preparing the percentage of commission for brokers and producers.*
- *Generating and analyzing receivable aging reports on regular basis.*
- *Preparing credit and debit memo in ERP Oracle.*
- *Preparing of netting agreement, account creation and customer relation in ERP Oracle.*
- *Providing premium payment details to sales/underwriting for their claim settlement.*
- *Reconciliation of any client account.*
- *Assisting finance manager for finalizing monthly report.*
- *Preparing Statement of account for clients and following up for payment.*
- *Field office and related party reconciliation.*

- Clearance of any client claim settlements (providing premium payment information to our team).
- Journal Vouchers for accrual, deferred and prepayments
- Custodian of Petty cash and Cheque books
- Making all the JE in relation with underwriters. Confirming all
- The policies issued were hitting our accounting system.
- Making all the JE in relation with claim department, confirming
- All the processed claims were reflected in our accounting system.
- Make the necessary follow up & reconciliation with clients to process
- The necessary payments or pursuing a collection & preparing monthly bank reconciliation
- Preparing monthly closing & Making

### ***2004 up To 2011***

#### ***Al-Ahlia for Cooperative Insurance Company – K.S.A***

##### ***Accountant of Agents:***

- Receiving policies from the insurance brokers, creating the physical file
- And registering the data of policies on the system.
- Review the policies after Receiving from the insurance brokers.
- Assessing the validity of the claims as per the product type,
- The contracts and conditions of policies.
- Conducting the conditions of policies' surveys or assigning an external
- Surveyor and preparing the related reports.
- Handling correspondences and negotiations with the clients.
- Accepting the policies within authority limits and referring to the conditions.
- Calculating policies settlement amounts, preparing the reports.
- Ensuring assessment and settlement.
- Ensuring effective documentation, data required in finalizing the holding issues.
- Handling the recovery assessment and processing.
- Follow up with financial manager within my authority.
- Preparing financial statement and statistics and presenting to financial manager.

##### ***Senior Accountant Banks Accounting:***

- Money store Receiving cash money & checks.
- Preparing deposit checks & cash for banks.
- Follow up all the banking treatments.
- Receiving all checks without provision from the bank.
- Making the necessary petty cash payment & replacement.
- Preparing bank reconciliation of bank transactions in monthly

## **2001 To 2004**

***Al – Horatiy Company – K.S.A***

***Manager of financial Management Department:***

### ***Duties & Responsibilities:***

- *Auditing financial entries*
- *Auditing financial files*
- *Preparing financial reports to the Head Office.*
- *Prepare the periodic reports.*
- *Auditing the final accounts and the business results.*
- *Auditing the internal accounts.*
- *Auditing the budgets and the following-up*
- *Renewal treaties and result's analyzes*

## **1999 To 2001**

***Pyramids Cosmetics. Company – Egypt:***

- *I was working as an accountant in Pyramids Cosmetics. Co.*
- *During this period I had an experiences as the following*
- *Financial entries.*
- *Preparing the budgets and the following-up.*
- *An accounting Customers.*

## **1997 To 1999**

***Al-faham office for accounting & financial Auditing & taxation – Egypt:***

- *An Accountant and Auditor.*
- *Auditing the final accounts and the business results.*

### ***Personal Skills:***

- *Excellent communication and personal skills with high customer*
- *Service orientation in dealing with various internal clients as well as*
- *External companies and business partners.*
- *Strong critical thinking abilities.*
- *Highly motivated with an ability to handle work pressure and to meet tight deadlines.*
- *Good reporting skills.*
- *Good coaching and teamwork abilities.*