

ALI HASHEM

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CAREER OBJECTIVE

To direct my skills and experience toward an innovative work environment where I could contribute for the growth of the organization and prove my professional skills in finance and accounting

EXPERIENCE

POWER PREPARATION LTD, Al-Rawdah, Riyadh

Accounting and Financial affairs Manager, Jan 2022 - Present

- Developing strategies that work to minimise financial risk
- Collecting, interpreting, and reviewing financial information.
- Reporting to management and stakeholders and providing advice how the company and future business decisions might be impacted.
- Reviewing, monitoring, and managing budgets
- Developing long-term business plans based on these reports.

POWER PREPARATION LTD, Al-Rawdah, Riyadh

Accountant, Aug 2021 – Dec 2021

- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Maintain or examine the records of government agencies.
- Inform investment decisions by analyzing financial information to forecast business, industry, or economic conditions.
- Recommend investments and investment timing to companies, investment firm staff, or the public.
- Compute taxes owed or overpaid, using adding machines or personal computers, and complete entries on forms, following tax form instructions and tax tables.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.

THE WORKSHOP: 3D PRINTING SERVICES, Safwa, Eastern Province

Finance and Budget Intern, Jun 2019 - Dec 2020

- Examine, evaluate, or process loan applications.
- Oversee the flow of cash or financial instruments.
- Prepare financial or regulatory reports required by laws, regulations, or boards of directors.
- Evaluate data pertaining to costs to plan budgets.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Develop or analyze information to assess the current or future financial status of firms.

REAL ESTATE CONSULTANTS, Dammam

Real Estate Agent, May 2011 - Jan 2012

- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Visit properties to assess them before showing them to clients.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Present purchase offers to sellers for consideration.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.

HASHIM HASHIM RESTAURENT GROUP, Safwa

Branch Manager, May 2010 - May 2011

- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
- Inventory stock and reorder when inventory drops to a specified level.
- Hire, train, and evaluate personnel in sales or marketing establishments, promoting or firing workers when appropriate.
- Assign employees to specific duties.
- Enforce safety, health, and security rules.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.

PARIS GALLERY IN AL-RASHED MALL, Alkhobar

Auditor, Jan 2009 - Apr 2010

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Prepare detailed reports on audit findings.
- Report to management about asset utilization and audit results and recommend changes in operations and financial activities.
- Examine records and interview workers to ensure recording of transactions and compliance with laws and regulations.
- Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.

E D U C A T I O N

Alfred University

Alfred, NY

Bachelor of Science (B.S.) Finance and minor in Economics (Dec 2020)

- **GPA:** 3.63
- **Awards & Honors:** Dean's List

University of Regina

Regina, SK

Diploma Business Administration (Aug 2018)

University of Saskatchewan Language Centre

Saskatoon, SK

ESL English (Jun 2014)

- **Relevant Coursework:** Advanced Academic English as a Second Language

Institute of Public Administration

Dammam, Dammam

Diploma Accounting (Sep 2010)

ADDITIONAL SKILLS

- Strong professional writing and public speaking in English and Arabic
- Self-motivated and able to motivate team members
- Excellent decision-making skills
- Efficient Time Management
- Manages team and divide tasks efficiently to meet deadlines
- Great knowledge in Microsoft Office tools and software

CERTIFICATIONS

- Certificate of Accounting Technician (SOCPA)
- Excel for Accountants
- Excel PivotTables Real-world Case Studies
- What Is Business Analysis
- The Six Morning Habits of High Performers

REFERENCES

References available upon request