

Imad Uddin Hashmi

Flat No. 1, Building No. 710, Iskan, Al Khobar, Kingdom of Saudi Arabia

Mob: (+966) 54 037 6386 • Email: imadhashmi135@gmail.com



Results driven Management Professional aspiring for a career to utilize acquired skills and knowledge in achieving organizational goals, while attaining personal and professional growth.

Seeking assignments in Finance & Accounts Management with growth oriented organizations.

Profile at a Glance:

- ✓ Astute Professional with over 10 years of successful business development and leadership experience in various business houses.
- ✓ An accomplished financial accounting expert with demonstrated experience in providing exceptional service to key clients significantly increasing productivity while ensuring accurate documentation and reporting. Excellent communicator and presenter who works well with superior technical skills with the ability to integrate technology to increase accuracy and efficiency of accounting practices at all levels of a corporation to help them understand, analyze and draw conclusions from financial data.
- ✓ Prepares Financial Statements of the company; conducts comprehensive analysis including recommendations for streamlining costs and funding revenue generating programs. Competent in futuristic planning and organizing market research activities.
- ✓ Proficient in budgeting, devising tactical plans, implementing and controlling the operational activities amongst an array of many.
- ✓ Coordinates with auditors; provides complete, comprehensive reporting to all company managers and directors. Ability to adapt well and perform in new competitive environment.
- ✓ Can work efficiently and effectively in both team environment and individual assignments.
- ✓ A motivated and diligent team player utilizing excellent communication, interpersonal skills with strong analytical mind-set to learn quickly, to analyze the situation, identify requirements and provide solutions.

PROFESSIONAL DETAILS

Saudi Diesel Equipment Company Ltd., Dammam, KSA

Accountant, February 2019 – Till Date

Key Deliverables

- Independently maintaining books of accounts of SDEC sister concern company "Trans Arabian Technical Services Company Ltd." and are responsible to
- Prepare monthly Management Report.
- Prepare monthly Account Receivables Report.
- Prepare monthly Financial Statement Schedules.
- Posting of monthly "Provisions & Amortizations" entries on the basis of previous month FS schedules.
- Prepare monthly Payroll & Employees Incentives.
- Prepare monthly GOSI reconciliation with Payroll and report the variance to Government Relation Department.
- Prepare monthly Bank Reconciliations.
- Posting of sales invoices at the end of the month.
- Prepare monthly VAT report.
- Filing of monthly WHT return.
- Quarterly filing of VAT return on ZATCA portal.
- Quarterly reconciling intercompany current account ledgers of SDEC, TATS, PEAX and Sheikh Raad Co.
- Weekly cash & bank facility report to management.
- Reimbursement of petty cash after verification of expense reports.
- Payment to supplier after verification of invoices and reconciliation of supplier ledger.
- Assisting billing department for "Customer Work Order" closing.
- Verify "Landed cost" of Industrial Equipment Divisions Light Towers, Compressors, Load Banks etc.
- Assist Auditors during interim and year-end financial audit by providing different reports and documents necessary to performed financial audit.
- Import LC documentations (opening, amendments, refinancing & settlement).
- Assisting in budgeting by providing and confirming previous year figures & subsequent year forecasts.

Desert Rock Trading Est. (Building Material & Chemical Div.), Al Khobar, KSA

Manager – Accounts, August 2015 – February 2019

Key Deliverables

- Review systems on an ongoing basis to improve efficiency and service level.
- Responsible for preparation of statement of Profit & Loss and Statement of Financial Position.
- Responsible for preparation of different types of financial reports for business development.
- Dealing with the main clients of the company like PetroRabigh, SABIC and APC.
- Responsible for Value added Tax calculation and submission on quarterly basis.
- Dealing with overseas manufacturers and suppliers and verify import documentation
- Follow up with clearing agent to avoid demurrage on shipment at port.
- Maintain and track fixed asset inventory control.
- Controlling inventory and examining physically.
- Review frequently internal control system of company.
- Responding to enquiries in a courteous manner and resolving issues in an efficient timely manner.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Accomplishes the result by performing duty.

Highlights

- Efficiently handled multiple tasks and reports.
- Appreciated for Encouraging and building mutual trust, respect, and cooperation among team members.
- Efficiently handled multiple task and effectively developed own ways of doing things, guiding oneself with little or no supervision and depending on oneself to get things done.

Mohib Export Pvt. Ltd., Karachi, Pakistan

Accounts Manager, September 2014 – June 2015

- Monitoring and analyzing accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Improve systems and procedures and initiate corrective actions
- Establish and maintain fiscal files and records to document transactions
- Manage and oversee the daily operations of the accounting department including:
 - month and end-year process
 - accounts payable/receivable
 - cash receipts
 - general ledger
 - payroll and utilities
 - treasury, budgeting
 - cash forecasting
 - revenue and expenditure variance analysis
 - capital assets reconciliations
 - trust account statement reconciliations,
 - check runs
 - fixed asset activity
 - debt activity

Al Kizer Enterprises, Karachi, Pakistan

Accounts Officer, May 2011 – August 2014

Key Deliverables

- Supervise all financial reports and pricing on an everyday basis
- Administer all accounts and budgets for various departments, perform audits on tax and prepare reports for SEC.
- Coordinate with internal and external auditors and manage work of all accountants.
- Maintain records of all data and evaluate it to recommend service improvements

Key Deliverables

- Job Supervisor for internal auditing assignments.
- Hands on standard auditing procedures.

Education

- 2010 Bachelor of Commerce from University of Karachi, Pakistan

IT Skills

- Operating Systems : Windows 7 / 10
- Applications : MS Office
- Courses : ACCA Part Qualified

Date of Birth: July 01, 1985

Iqama Number. 2392673972 (transferable)
