



C.V.

Mhd Hecham Jamal Hafez

Mobile 050-4480483 Abu Dhabi - U.A.E.

PERSONAL DATA

NAME : MHD HECHAM JAMAL HAFEZ

NATIONALITY : Syrian Arab Republic

MARITAL STATUS: Married

DATE OF BIRTH : 16 Nov. 1965

RELIGION : Muslim

SEX : Male

ADDRESS:

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EDUCATION

- 1987 B.A. Commerce - Accounting - University of Syrian.
- 2003 M.B.A. Accounting - Ashbourne University of United Kingdom.
- ACPA Certificate in year 2007 from Syria.
- Certificate of the Course International Financial Reporting Standards – Ernst & Young.
- Certificate of the Course Financial Statement Analysis – Ernst & Young
- Certificate of the Course Financial Accounting Analysis – UAE University

SKILLS

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- Arabic & English (Typewriter & Computer).
- Certificate Operating System since 1993, Professional Knowledge in computer (Windows, Win Word, Excel, Access, PowerPoint, & Internet, ICDL).
- Using computerized accounting program (Quick Book, Peachtree, Tally, ERP, Oracl Bluship Co., Oracle International Standard, Best, ERP (Enterprise Resources Program), others).
- Language (Arabic / English, Speak, Read & Written - Good)
- Having driving license from U.A.E. since 1991.

ACCOUNTING QUALIFICATION:

- Bookkeeping According to the Unified Accounting System & the American Accounting System.
- Preparing monthly & periodical reports, trial balance, balance sheet, ledger & other analyzing accounts i.e.: clients, suppliers, expenses, revenues accounts, bank reconciliation & inventory movement (receipt, issue, cost of sales).
- Preparing cash flow & financial analysis i.e.: liquidation rates profit agent, working capital, balance sheet & general balance sheet.
- Preparing payable & receivable books & cheques.
- Preparing Fixed Assets Register (additions, disposal, transfers, depreciation charges, etc. N.B.V. summary movement fixed assets on daily, monthly and yearly).
- Preparing sale bills, receivable & payables books & follow up stores status.
- Preparing daily, monthly entries, payroll, leave, and E.O.S.B. calculation.
- Setup and maintaining chart of account, Oversee budget & analysis, Vendor Master,
- Other issues & entries related to finance departments reply to audit queries.

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CAREER RESUME:

1 - (10/08/2008 --- till today)

SENIOR ACCOUNTANT: NATIONAL ARCHIVE – MINISTRY OF PRESIDENTIAL AFFAIRS.

Working as:

Prepare daily Journal Voucher entries, Bookkeeping, General Ledger, Trail Balance, and, Petty Cash, Bank Reconciliation, prepare monthly report for Acc/Payable to follow up movement-aged report payables, prepare monthly payroll, leave, and end service for all employees, Using Oracle international system

Prepare all financial reports, Sales Reports, Collection, Financial Statement, Annual reports in Arabic & English to Board of directors Monthly, Quarterly and Yearly. Prepare Budgeting Report Monthly Quarterly Yearly and made analyzing, Comparison of actual Vs budget.

Preparing transaction of Fixed Assets Register (additional, disposal, transfer, depreciation charges, N.B.V. Summary movement fixed assets on, monthly and yearly), Projects study, Inventory Control. In addition, others issue & entries related to finance departments.

1 - (27/05/2003 --- 07/08/2008)

MANAGEMENT ACCOUNTANT: ABU DHABI TRANSMISSION & DESPATCH CO.

Working as: Prepare all financial reports, Sales Reports, Collection, Final Statement, Annual reports in Arabic & English to Board of directors Monthly, Quarterly and Yearly. Prepare Budgeting Report Monthly Quarterly Yearly and made analyzing, Comparison of actual Vs budget.

Preparing transaction of Fixed Assets Register (additional, disposal, transfer, depreciation charges, N.B.V. Summary movement fixed assets on daily, monthly and yearly). Using Oracle international system, Projects study, Inventory Control Receiving & Issue Material under Budgeting Controller, any etc. related to management accountant. Participate in senior management meeting for budget and other financial analysis proposal, Preparation of cash call and its reconciliation, bank reconciliation and its settlement.

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2 - (13/07/2002 --- 24/05/2003) One Year

ACCOUNTING MANAGER – THE H.H. PRESINDTS STABLES – ABU DHABI

Working as: Prepare daily Journal Voucher entries, bookkeeping according American accounting system, General Ledger, Trail Balance, and Fixed Assets.

Prepare all general repots; follow up job costing to be control, Bank Reconciliation, payroll ...etc.

Human resources in charge to prepare monthly payroll, leave, and end of service, recruitment and any think related to employees. And others issue & entries related to finance departments.

3- (14/07/2001 --- 12/07/2002) One Year

SENIOR ACCOUNTANT - PLANET TRAVEL TOUR & CARGO CO. - DUBAI

Working as prepare daily Journal Voucher entries, Bookkeeping, General Ledger, Trail Balance, and Fixed Assets. Profit & Loss Account, Balance Sheet, hand daily cash sales, Petty Cash, Bank Reconciliation, Credit Cards. Prepare monthly report for Acc/Receivable, Acc/Payable to follow up movement aged report receivable & payables, prepare monthly payroll, leave, and end service for all employees, Using Oracle international system. In addition, others issue & entries related to finance departments.

4- (16/04/1999 ---17/04/2001) – Two Year

INTERNAL AUDITOR - MANAGEMENT ACCOUNTANT AL RAWABI DAIRY CO (L.L.C.) DUBAI

Working as: Internal Auditor to audit all issues & entries, transaction for each departments working in Al Rawabi (Sales, Maintenance, Workshop, Finance and administration dept., farm, plant, and Qatar and Oman branch, Management

Accountant Preparing all reports, Sales Reports, Collection, Final Statement, Annual reports Arabic / English to Board of directors Monthly, Quarterly and Yearly Inventory Control Receiving & Issue Material under Budgeting Controller. L.C. Letter of Credit opening and responsible for all documents received & issued to bank. Committee for all new projects, Building construction, Purchase Departments. Animal feeds, others purchase tenders. MIS-Coordinator: between all departments to

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follow up all projects, transaction, meeting and others.

5- (1992 ---1999) Seven Year

CHIEF ACCOUNTANT: AL AIN DAIRY FARM (SULEMATE DAIRY BRANCH) RELATED TO ABU DHABI INVESTMENT FUND.

Working as: Prepare daily Journal Voucher entries, Bookkeeping, Final Accounts, General Ledger, and Trail Balance. Profit & Loss Account, Balance Sheet, Stores, Tender Committee, Cashier, Public Relation Officer. Prepare monthly report for Acc/Receivable, Acc/Payable to follow up movement aged report receivable & payables. Inventory movement (receipt, issue, and cost of sales). L.C. Letter of Credit opening and responsible for all documents received & issued to bank. Human resources in charge to prepare monthly payroll, leave, end service, recruitment any think related to employees

6- (1989 --- 1992) Three Year

ACCOUNTANT: MASHREQ BANK / AL AIN BR. - RECOVERY DEPT

Working as: in recovery department section to follows up collection all dues and installment debts from customer and to solve, renewal any delay payment related to personal loan.

7- (1988 ----> 1989) Two Year

ACCOUNTANT - REEM PHARMACY / Abu Dhabi - U.A.E. 01/02/88--31/10/89

Working as: Prepare daily Journal Voucher entries, Bookkeeping, Final Accounts, General Ledger, and Trail Balance. Profit & Loss Account, Balance Sheet, Stores, Tender Committee, Cashier, Public Relation Officer. Prepare monthly report for Acc/Receivable, Acc/Payable to follow up movement aged report receivable & payables. Inventory movement (receipt, issue, and cost of sales).

8- (1983 ----> 1987) Four Year

ACCOUNTANT & STOREKEEPER – AUTO SPARE PARTS SHOP- SYRIA

Working as: Prepare daily Journal Voucher entries, Bookkeeping, Final Accounts, General Ledger, and Trail Balance. Profit & Loss Account, Balance Sheet, Stores, Tender Committee, Cashier, Public Relation Officer. Prepare monthly report for Acc/Receivable, Acc/Payable to follow up movement aged report receivable & payables. Inventory movement (receipt, issue, and cost of sales).

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