

Saeed Adnan AL hakim

Nationality: Syrian

Marital status: single

Address: Silicon Oasis – Dubai

Mobile Number: +971-58-9334534

E-mail Address: saeed-alkhakim@hotmail.com

Targeted Job Category: Accounting – Banking – Finance - Remittances.

Visa status: Resident

Driving license: yes

Age: 29



Education

- Master of Business Administration – Syrian Virtual University 2019-2021.
- Faculty of Commerce and Accountancy - Damascus University 2011-2016.

Certifications

- Certificate of Advanced Anti-Money Laundering , Al Ansari Exchange (2022)
- Certificate of Public Relations , Skills Center (2019)
- Certificate of TOEFL , New Horizons Center (2015)
- Certificate of Al Ameen Accounting System , Al Ameen Center (2012)
- Certificate of Microsoft Office , New Horizons Center (2011)

Languages

Arabic: mother tongue

English: Advanced

Experiences

UNITED ARAB EMIRATES

- **Accountant**“December’2022-January2024” with **Cloudteck Group**
 - Record all day to day financial transactions using QuickBooks.
 - Reconcile Bank statements, and manage accounts payable and receivable.
 - Prepare financial statements, and ensure that records are accurate.
 - Maintain and update customer records and account information.
 - Monitor and manage cash flow to optimize working capital.
 - Assist in preparing and filing VAT returns and other tax-related documents.
 - Ensure compliance with company policies and UAE accounting standards.
- **Dirhams cashier**“December’2021-January2023” with **Al-Ansari Exchange**
 - Handle cash transaction like remittance, exchange foreign currency,
 - Bill payment, SIF payment, VAT payment, National Bonds, etc.
 - Manage cash / cheque transactions at the counter
 - ensure delivery of quality service to customers
 - WPS like payrolls / pay plus or any other debit card.
 - Ensure all branch transactions are performed in line with CBUAE guidelines

SYRIA

- **Internal Auditor** “June 2018-November 2021” with **Al-Haram Exchange**
 - Examine and evaluate the effectiveness and adequacy of the internal control systems.
 - Review financial reports and accounting records for accuracy and reliability.
 - Perform review of system applied by Central Bank in evaluating its capital.
 - Ensure that the organization is complying with relevant laws and statutes.
 - Review and make sure all transaction are followed Central Bank regulations and rules.
 - Investigate fraud and communicate the findings and recommendations.
 - Complying AML policy & procedures.
- **Teller** “March 2016-June 2018” with **Al-Haram Exchange**
 - Purchase & sell of foreign currency, and Collect cash against any transaction.
 - Reconcile own cash box against actual transaction at the end of the day.
 - WPS like payrolls / pay plus or any other debit card.
 - Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transactions.
- **Accountant** “March 2015-March 2016” with **Gov-organization for consumer**
 - Manage accounts payable and accounts receivable,
 - Conducted account reconciliations and variance analysis to ensure accuracy
 - Prepare financial statements including processing invoices and payments.
 - Participated in the annual audit process, including preparing audit schedules.
- **Accounting Clerk** “January 2014-March 2015” with **Ministry for Consumer Protection**
 - Manage all accounting transactions, and the company expense claims.
 - Prepare and review budgets, revenue, expenses, payroll entries, invoices.
 - Prepare profit and loss statements and monthly closing and cost accounting reports.
 - Compute taxes and prepare tax returns.
- **Administrative officer** “July 2012-January 2014” with **Berlitz Language Center**
 - Manage office supplies stock and place orders and answering queries
 - Prepare regular reports on expenses and office budgets
 - Organize a filing system for important and confidential company documents
- **Cashier** “July 2011-July 2012” with **Qassion Mall**
 - Balancing the cash register and generating reports for credit and debit sales.
 - Accepting payments, accurate and proving a receipt to every customer.
 - Processing refunds and exchanges, resolving complaints.

References

- Branch Manager of Al Ansari Exchange MR. Mohammed Shafeeq : +971555456819
- General Manager of Al Haram Exchange MR. Nader Kattoush : +963-991211654