

# **Syed Zahid Hashmi**

**Accounting, Finance, Audit  
Specialist with 20+ Years of  
Experience in KSA and Pakistan**

## **OBJECTIVE**

To obtain senior level position in finance, accounting or audit department of an organization demanding high standards of quality, precision and providing opportunities for professional growth and development.

## **PROFILE**

Highly analytical, results-driven, and professional with a remarkable talent for the compilation, verification, analysis, interpretation, and dissemination of crucial financial data. Proven broad based background in preparing financial statements, annual budgets, costing forecasts and monitoring key accounts using ERP systems and other IT environments.

## **CONTACT**

01234 456786  
Riyadh KSA  
[owcareers@hotmail.com](mailto:owcareers@hotmail.com)

## **WORK EXPERIENCE**

### **Senior Accountant @ Dubai Saudi Arabian Contracting**

Oct 2009 - Date

- ❖ Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information.
- ❖ Maintains and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- ❖ Maintains general ledger by transferring subsidiary accounts; preparing a trial balance, reconciling entries such as Inter-company accounts, Vendors and subcontractor.
- ❖ Bank reconcile at the end of month.
- ❖ Maintain Fixed Assets Register.
- ❖ Take the provision of the accrual of all the expenses
- ❖ Summarizes financial status by collecting information and other statements.
- ❖ Prepare and produces payroll by initiating computer processing WIP; printing checks, verifying finished product.
- ❖ Completes external audit by analysing and scheduling general ledger accounts, providing information for auditors.
- ❖ Assist with tax audits and tax returns
- ❖ Secures financial information by completing database backups.
- ❖ Prepare Debit and Credit Notes and reconcile.
- ❖ Conduct physical stock count at end of each month and prepare reconciliation report.
- ❖ Manage accounting assistants and bookkeepers
- ❖ Protects organization's value by keeping information confidential.
- ❖ Support month-end and year-end close process.
- ❖ Knowledge of VAT
- ❖ Liaise with our Chief Accountant improve financial procedures

### **EASTERN DUTY FREE SERVICES PVT LTD @ Chief Accountant**

Jan 2007 - Jun 2009

- ❖ Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting etc.
- ❖ Responsible for day to day finance and accounts operations.
- ❖ Perform full set of accounts and ensure timely closing of accounts
- ❖ Responsible for timely monthly consolidated financial statements, payments, cash- flow. Management reporting for submission to CFO
- ❖ Review & approve payment vouchers & journal entries.
- ❖ Perform cash flow forecasting, budgeting and working closely with the operations and project. Teams in analysing margins, variances and cost analysis.
- ❖ Develop and maintain internal control and effective accounting system and policies for the set up.
- ❖ Support CFO in ensuring that intercompany cost allocations are in line with management agreements and transfer pricing policy
- ❖ Work consultative with the respective departments on cost reduction initiatives, online brochures, presentations and proposal templates.

### **ADAM Pakistan Limited @ Chief Accountant**

Aug 2003 - Dec 2006

- ❖ Perform financial analysis and reporting to management as needed
- ❖ Perform month-end accounting activities such as reconciliations and journal entries.
- ❖ To manage Receivables and Payable Accounts
- ❖ Coordinate with finance team to complete assigned accounting tasks

## SKILLS

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ANALYTICS

HTML/CSS

WORDPRESS DEVELOPMENT

## AWARDS

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### Nominated

Law Society Excellence in

Marketing Awards 2017

Fabulous Magazine Marketing

Awards 2016

Blooming Marvellous Marketing

Awards for best campaign 2015

### Won

Best Email Campaign CIM Awards  
2013

Best Website Design Guild of  
Designers 2001

within deadlines.

- ❖ Evaluate computerized accounting systems & provide recommendations to IT team for performance improvements.
- ❖ Generate financial reports and statements to Managers for review.
- ❖ Daily summary of cash disbursements and Cash Receipts and to work with the Company's other accounting executives regarding the company's cash receipts and disbursements.
- ❖ Analysing financial discrepancies and recommend effective resolutions.
- ❖ Monitor expenditures, analysing revenues and determine budget variances and report the same to management.
- ❖ Respond to accounting inquiries from management in a timely fashion
- ❖ Provide guidance to other Accountants when needed.
- ❖ Assist in budget preparation and expense management activities for assigned accounts.
- ❖ Assist in auditing activities by providing necessary information and preparing requested documentations
- ❖ Monitor monthly and yearly sales tax and its claims.
- ❖ Monitor and record financial transactions according to company policies and regulations.
- ❖ Review and recommend changes to existing accounting Procedures

### SIDDIQSONS DENIM MILLS LTD | Accountant

Feb 1998 - Aug 2009

- ❖ Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information.
- ❖ Summarizes financial status by collecting information and other statements.
- ❖ To manage Receivables and Payable Accountants.
- ❖ Reconcile banks and Vendors.
- ❖ Assist with tax audits and tax returns.
- ❖ Assist Sale Tax and coordination for Return claim.
- ❖ Finalize the Account on monthly basis.
- ❖ Stock taking end of every month.
- ❖ Coordination with Internal and external auditor

### REBEL PELLE Private Limited | Accountant

- ❖ To prepare the vouchers as such journal voucher, payment voucher receipt voucher.
- ❖ Maintained Debtors & Creditors Ledger as well as • reconcile the party account.
- ❖ To prepare trial balance 10th of every month
- ❖ To pass every adjustment & closing entry.
- ❖ To prepare the bank reconciliation statement of every bank on monthly basis.
- ❖ To deal sales tax matter for refund claim.
- ❖ Prepare the monthly statement of IT2A and u/s 50 for tax department
- ❖ Prepare monthly Profit & Loss and Balance Sheet every month
- ❖ To deal the banking transaction for export remittance & others of the company

### DRILLTECH ENGINEERING (PVT) LTD Finance Department | Assistant Accountant

- ❖ Handle petty cash.
- ❖ Prepared Petty cash vouchers.
- ❖ Prepared bank payment and receipt Vouchers.
- ❖ Reconciled banks and various parties
- ❖ Prepared payroll and reconciled wages

- ❖ Prepaid Debit and Credit notes
- ❖ Analysis of departmental expenses
- ❖ Prepared of various reports for senior management

## **EDUCATION**

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### **Diploma in Professional Marketing (Level 6) @ CIM**

1999 - 2003

### **BA Creative Media @ University College London**

1997 – 1999

### **BTEC Level 3 Media @ Confetti College, Nottingham**

1995 – 1997

## **INTERESTS AND HOBBIES**

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- Kite surfing
- Mountain boarding
- Going to the gym

## **REFERENCES**

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Available on request.