

HAMMAD RASHID

Resume Manager



Mobile No: +966 53 9497 761

Iqama Status: Transferable

Availability : Immediate

Location: Riyadh, KSA

Driving License: Pakistani

Nationality: Pakistan

Email: hammadrasheed418@gmail.com

PROFESSIONAL SUMMARY

- Overall, in 9+ years of employment, my services were found to be satisfactory and increasing my employer's goodwill in market.
- Proven experience as a Customer service officer, Corporate Accounts Manager and an Accountant or in a similar role, with a strong understanding of management principles and practices.
- Proficiency in software and tools, as well as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational skills and the ability to handle multiple tasks simultaneously while maintaining accuracy and attention to detail.
- Strong attention to detail and ability to detect errors or inconsistencies in data.
- Ability to work independently with minimal supervision as well as collaboratively in a team environment.
- Great problem-solving abilities in crucial situations and critical deadlines.
- Good interpersonal and communication skills.
- Excellent attention to detail

Industries:

Accounting, Management, Construction, Warehousing, Distribution, Banking, Logistics

Professional Summary

ABCO Trading Company (Riyadh, KSA)

Dec 2024 to Continue

Branch Manager

Job Responsibilities:

- ✓ Warehouse Management.
- ✓ Entering daily journal entries in ERP System.
- ✓ Hiring of new staff and give trainings.
- ✓ Assigning duties to staff on daily tasks.
- ✓ Vendor's accounts management and mutabiqat of balances.
- ✓ Reporting to the management on daily basis.
- ✓ Auditing of daily transactions.
- ✓ Sales summary management.
- ✓ Customer order sorting and confirmation.
- ✓ Bank reconciliations and transactions records exactly matching with the client's records.
- ✓ Accounts receivables and payable management.
- ✓ Budgeting and business forecasting.
- ✓ Petty cash management.
- ✓ Stock arrangement coordination with warehouse staff to track stock received and issuance.
- ✓ Book keeping daily accounting activities.
- ✓ Monthly trial balance and financial reporting to the head office.
- ✓ Staff payroll management.
- ✓ Counter sales Fatoora and goods delivery operations supervision.

	<p>Malik Trading Company (Islamabad, Pakistan)</p> <p>Senior Accountant – Corporate Accounts Manager</p> <ul style="list-style-type: none"> ✓ Transactions Management. ✓ Responsible for ensuring timely and accurate daily transactions. ✓ Supervising journal entries in accounting software. ✓ Hiring of new staff and give trainings. ✓ Assigning duties to staff on daily tasks. ✓ Client’s accounts management and documentation. ✓ Implementing instructions as per compliance department. ✓ Auditing of daily transactions. ✓ Sales summary management. ✓ Customer order sorting and confirmation. ✓ Bank reconciliations and transactions records exactly matching with the client’s records. ✓ Debtors and creditors reports. ✓ Budgeting and business forecasting. ✓ Cheques preparations and maintaining every account payment and receivable record. ✓ Stock arrangement coordination with warehouse staff to track stock received and issuance. Transporters records and container size details for dispatching orders to the client. ✓ Petty cash management on daily basis and preparing reimbursement request. Aging reports. ✓ Monthly and yearly financial reporting. ✓ Stock Costing. ✓ Communications with corporate clients. ✓ Quotations and invoicing. ✓ Payroll preparation and its processing. ✓ Physically audit of stock and reconciliation with accounts record. 	<p>Nov 2021 to Oct 2024</p>
	<p>Job Responsibilities:</p>	<p>Nasdaq MTBC (Rawalpindi, Pakistan)</p> <p>Lead Accounts Manager</p> <ul style="list-style-type: none"> ✓ Maintaining client’s records and being in coordination for daily bills. ✓ Maintaining quality assurance as per HIPPA regulations. ✓ Bills submission to clearing house. ✓ Supervision of billing officer and assistance. ✓ Supervision of charge entries and payments. ✓ Making letters and data entry in excels sheets. ✓ Preparation of ageing reports. ✓ Hiring of new staff and provide training. ✓ Assigning daily tasks to billing officers and provide assistance. ✓ Email handling, Petty cash and Payroll management. ✓ Monthly calculation of team productivity and assigning bonuses accordingly. ✓ Online meeting with the US based training department for new instructions. ✓ Bills submission to the clearing house. ✓ Strictly apply instruction of compliance department.

Nasdaq MTBC (Rawalpindi, Pakistan)

Jan 2015 to Aug 2016

Assistant Accounts Manager

Job Responsibilities:

- ✓ Assisting to the manager for team management
- ✓ Maintaining clients records and being in coordination for daily bills
- ✓ Maintaining quality assurance as per HIPPA regulations
- ✓ Bills submission to clearing house.
- ✓ Putting of charge entries and payments.
- ✓ Making letters and data entry excel sheets
- ✓ Preparation of ageing reports.
- ✓ Email handling, Petty cash entries and Payroll making.
- ✓ Calculation of team productivity and performance evaluation.
- ✓ Online meeting with the US based training department for new instructions.
- ✓ Bills submission to the clearing house.
- ✓ Strictly apply instruction of compliance department.

GCC Exchange LLC. (Dubai, United Arab Emirates)

Nov 2016 to Oct 2018

Customer Service Executive (WPS-Remittances In charge)

Job Responsibilities:

- ✓ Companies' registration WPS System.
- ✓ Employee's payroll enrolments.
- ✓ Document preparation for UAE labor department.
- ✓ Confirmation of registered companies employees' salaries with UAE labor department.
- ✓ Issuance of salary ATM cards.
- ✓ Salaries accounts maintenance and disbursement to the registered companies' employees.
- ✓ Salary accounts reconciliation
- ✓ Client accounts management
- ✓ Salary accounts maintenance
- ✓ Maintaining complete salary account records and labeling for audit purpose.
- ✓ Attending customers for online remittances
- ✓ Acquiring rates from the banks daily basis
- ✓ In and out transaction entries
- ✓ Reserves management
- ✓ Remittance tracking
- ✓ Remittances region records management
- ✓ Attending customers with pleasant manners and acquiring feedback for services.

ACADEMIC QUALIFICATION		
Degree	Institution	Specialization Area
Masters in Commerce - M.Com	University of Central Punjab, Pakistan Year : 2016	Advance accounting, Financial Accounting, Cost accounting, Business Law, Taxation, Auditing and Economics
Bachelors in Commerce - B.Com	University of Punjab, Pakistan Year : 2012	Fundamental accounting, Finance, Business math, Economics, Banking, statistics, and E-commerce
Health, Safety and welfare Management - H.S.E	Edcon Institute, Pakistan Year : 2013	1 Year Diploma that has all the fundamentals of Iosh, Osha, Nebosh.

TECHNICAL SKILLS	
Computer Skills:	<ul style="list-style-type: none"> ➤ MS Office, Suit 2007/2010/2013/2016/365 ➤ MS-Word ➤ MS-Excel ➤ MS-Power Point ➤ NetSuite ➤ Telly ERP ➤ Centricity

Management Skills:	<ul style="list-style-type: none"> ➤ Office Management ➤ Stock Records Management ➤ Quality assurance and Financial Controls ➤ Analytical Skills ➤ Exceptional Communication Skills ➤ Very good in typing ➤ Very good in English (Speaking, Listening, Writing)
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Personal detail	
Passport: Marital status: Religion: Languages:	<ul style="list-style-type: none"> ➤ Pakistani ➤ Married ➤ Islam ➤ English (Professional) Arabic (Medium) Urdu (Native)

References:	<p>Naveed Ahmed : Country Head – ABCO Trading Co. KSA. Contact : +966548156389</p> <p>Umer Shahzad: Director Finance - Malik Trading Company, Pakistan. Contact : +923403788040 Email: umershahzad02@maliktradingco.com</p> <p>Umair Hassan : Director Operations- Nasdaq MTBC, Pakistan Contact : +92518315100 Email: umair.hassan@mtbc.com</p> <p>Ammar Hussain : Country Sales Manager – GCC Exchange llc – Dubai UAE. Contact : +971567718672</p>
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