

# Haytham Emad Hashem

## Information

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Mobile: +966 595936668

Email: [halhashem@ymail.com](mailto:halhashem@ymail.com)

Nationality: Saudi Arabia

## Objectives

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Obtain an accounting and financial position where I will be able to contribute my skill, knowledge and experience to an entity that will give me an opportunity to develop my career.

## Work experience

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### DHL Supply Chain (Petro Rabigh Company)

June 2021 — Present

#### Finance Supervisor

- Generating monthly PRC project financial report.
- Forecast costs for PRC operations.
- PRC Cash flow forecast.
- Follow-up with PRC Finance & Treasury for receivable to update ageing reports.
- Declaration of Insurance on daily & monthly basis.
- Petty cash management for PRC project.
- Handling custom duty bank account, reconciliation and advances replenishments.
- Managing Payable and receivable operation
- Monthly VAT returns.
- Bank Reconciliations.
- Supervising and managing Finance Team.

### EICO - Energy and Infrastructure Co.

January 2016 – June 2021

#### Head of Funds Management

- Banking facilities controller (STL, MTL, LG and LC).
- Managing banking relation, Daily operation and develop good relationship with Banks.
- Projects financial support.
- Generating monthly financial report.
- Cash flow forecast.
- Prepare monthly banking facilities report.
- Forecast, Determine and advise management on treasury daily financing decisions.
- Monthly payroll process, End of Service Benefits (EOS).
- VAT (Value Added Tax) monthly returns report.
- Cash payable and receivable management.
- Managing Treasury and Collection team.

#### Accountant

January 2014 – January 2016

- Responsible for monthly payroll process.
- Managing banking relation and operation.
- Projects financial support.
- Compatible with the policy of cash internal control, keep the cash securely.
- Open and close a bank account, cash in bank received and paid, daily management.
- Request and write cheques, keep a record for cheques.
- Managing and amend a letter of credit (LC) and letter of guarantee (LG).

## DHL Supply Chain (Petro Rabigh Company)

November 2012 — January 2014

### Accountant

- Receivable Accountant for Petro Rabigh Project (Billing Section) Prepare invoices for the customer, making Customs Duty Reconciliation and Prepare Insurance Declaration form.
- Payable Accountant for Petro Rabigh Project making petty cash, daily transaction, JV's. Working on SUN System (Accounting Software) and Microsoft Office Excel.

## Shaker Group

June 2012 — August 2012

### Assistant Accountant

- Review invoices and prepare it to the Accountant for booking

## Education

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### Bachelor of Accounting

January 2021 — Present

Arab Open University

### Diploma of Accounting

September 2010 — August 2012

Institute of Public Administration

## Licenses

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### ACCA

March 2019 — Present

The Association of Chartered Certified Accountants UK

### VAT Specialist (Registration 250144)

March 2020

Saudi Organization for Certified Public Accountants (SOCPA)

## Courses

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- VAT Qualification Program / (SOCPA)
- Principles of Accounting and Finance for Non-financial Professionals.
- Advanced Data Management in Excel 2007.
- Advanced Formatting in Excel 2007.
- Code of Conduct Essentials – Deliver what we stand for!
- Supply Chain Concepts
- FAA Level 2 award in health & safety in workplace (QCF)
- Intensive English Course/ Institute of Public Administration (October 2009 — August 2010)

## Skills

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- Knowledge of Treasury Management.
- Accounting ERP Software (Quick Books, SAP, Peach Tree and Sun)
- Good all-round Financial Accounting Knowledge.

## References

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References available upon request.