

	<p><b>Bassel Hijazi</b>  <b><u>10 Years Expereinced Proficient Accountant</u></b></p> <p>Cell :+97150 784 4716</p> <p>E-mail Personal: <a href="mailto:Basselgh85@yahoo.com">Basselgh85@yahoo.com</a>  Address: Al Nahda Dubai, UAE</p>	<p><b>GRADUATION IN BUSINESS ADMINISTRATION</b>  GRADUATION YEAR 2011</p> <p><b>TISHREEN UNIVERSITY LATAKIA SYRIA</b>  MAJORS: FINANCE AND INVESTMENT</p>
<b>PROFILE</b>	Self-driven and results-oriented with a positive outlook and a clear focus on high quality. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with all managerial levels. Reliable, tolerant, and determined. Empathetic communicator, able to see things from the other person's point of view. Well-presented and earnest. Keen for new experience, responsibility and accountability.	
<b>CAREER OBJECTIVE</b>	Seeking a challenging opportunity to demonstrate my skills and abilities and aim for simultaneous achievement of corporate and personal goals in a dynamic environment offering career growth and professional development.	
<b>Senior ACCOUNTANT</b>  (1 <sup>ST</sup> May 2014 to Present)	<p><b>EXPERIENCE IN HIGH SYSTEMS LLC</b></p> <p>At HST (High Systems Trading LLC), my role is managing the department activities such as involvement in the quarterly and annual budgeting process, prepare, verify, and maintain the payroll records and reports to process payroll on a timely basis and supervise the preparation of the management reports.</p> <ul style="list-style-type: none"> <li>➤ Manage and oversee the daily operations of the accounting department including: <ul style="list-style-type: none"> <li>• month and year end process</li> <li>• accounts payable/receivable</li> <li>• cash flow</li> <li>• general ledger</li> <li>• payroll and utilities</li> <li>• treasury, budgeting</li> <li>• cash forecasting</li> <li>• revenue and expenditure variance analysis</li> <li>• capital assets reconciliations</li> </ul> </li> <li>➤ Monitor and analyze accounting data and produce financial reports or statements</li> <li>➤ Establish and enforce proper accounting methods, policies and principles</li> <li>➤ Coordinate and complete annual audits</li> <li>➤ Full bank trade facility(LC,TR,STL,LGAP,LGPB,LGM,LGR)</li> <li>➤ Following the daily bank operations with company RM</li> <li>➤ Improve systems and procedures and initiate corrective actions</li> <li>➤ Meet financial accounting objectives</li> <li>➤ Establish and maintain fiscal files and records to document transactions.</li> <li>➤ Monthly closing process PL and balance sheet report and analyze trial balance</li> <li>➤ Daily Control for in and out PDCs</li> <li>➤ Bank reconciliation</li> </ul>	
<b>Senior Accountant</b>  (1 <sup>st</sup> Oct 2011 to 20 <sup>th</sup> APR 2014)	<p><b>EXPERIENCE IN MASAYA TV DUBAI</b></p> <p>At Masaya TV, my role was to assist management in all daily activities such as prepare financial reports that helps the decision maker, suggests opinions ,to have quick and right solutions , following and solving the issues related to satellite broadcasting company.</p> <p><b>Key Responsibilities/Duties:</b></p> <ul style="list-style-type: none"> <li>➤ Oversee the daily operations of the function including review of all payments, processing related to suppliers and maintenance of payment records and fixed asset register.</li> <li>➤ Manage the cash flow of the entity.</li> <li>➤ Prepare analytical reports highlighting variances in spending and submit them for review.</li> <li>➤ Manage the preparation, verification and maintenance of payroll records and reports to ensure the payroll is processed timely and accurately in line with due authorization, approved budgets and the entity's policy and procedures. Coordinate with the entity's HR function as and when needed to obtain all necessary employee information.</li> <li>➤ Review the reconciliation of payroll accounts to ensure data accuracy; ensure all the relevant ledger accounts have been adjusted and correctly processed.</li> <li>➤ Develop inventory controls and oversee the daily operations of warehouse.</li> </ul>	

<b>COST CONTROLLER AND ACCOUNTANT (1<sup>ST</sup> JAN 2007 TO 31<sup>ST</sup> JULY 2010)</b>	<b>EXPERIENCE IN HOTEL MANAGENET</b>  I used to work with following hotels in Syria : <ol style="list-style-type: none"> <li>1- Queen center Arjaan Rotana</li> <li>2- Sheraton hotel</li> </ol> My duties includes following day to days tasks : <ul style="list-style-type: none"> <li>➤ Performed procedures on inward inventory to ensure the quality and quantity of goods.</li> <li>➤ Prepare flash report for hotel outlet costs and daily outlet wise control sheets.</li> <li>➤ Manage major banquet and present events and prepare their project reports in respect of profit and loss.</li> <li>➤ Prepare daily reports related to inventory, revenue and booking to higher management.</li> <li>➤ Approve supplier tender agreement and intiate purchase orders.</li> <li>➤ Departmental costing.</li> <li>➤ Engineering menu, and market surveying.</li> <li>➤ Control food and beverages daily transfers, stores outlets and sales points between each other.</li> <li>➤ Control the stores by ensuring accuracy of inventory, stock control, transfers, and reviewing monthly stocking count.</li> <li>➤ POS system, maintains prices and reviewing daily sales reports.</li> <li>➤ Check and verify all void and complimentary, room amenities cost.</li> <li>➤ Collect daily cash takings and reconcile them against receipts and the accounting system.</li> <li>➤ Deposit cash takings with the bank on a daily basis.</li> <li>➤ Reconcile AP account and prepare cheque payment request according to the contract and payment terms.</li> <li>➤ Debit and credit note.</li> <li>➤ Maintains accounting ledgers.</li> <li>➤ Accomplishes accounting and organization mission by completing related results as needed.</li> <li>➤ In all cases on-demand assistance to the front desk and points of sale to win the full satisfaction of the customers and the guests.</li> </ul>								
<b>SKILLS SET</b>	<ul style="list-style-type: none"> <li>➤ Receivables</li> <li>➤ Payables</li> <li>➤ Fixed assets</li> <li>➤ Variance Analysis</li> <li>➤ Spread sheets</li> <li>➤ MS office</li> <li>➤ Hotel Management</li> <li>➤ Catering services</li> <li>➤ Media</li> <li>➤ Financial Statements</li> <li>➤ Data Handling</li> <li>➤ Cash Flow</li> <li>➤ Team Building</li> <li>➤ Budgeting</li> <li>➤ Balance Sheets</li> <li>➤ Profit &amp; Loss</li> <li>➤ Analytical Skills</li> <li>➤ Leadership</li> <li>➤ Tax</li> <li>➤ Inventory control</li> </ul>								
<b>PERSONAL INFORMATION</b>	<table> <tr> <td><b>Name</b></td><td>Bassel Hijazi</td></tr> <tr> <td><b>Nationality</b></td><td>Syrian</td></tr> <tr> <td><b>Marital Status</b></td><td>Single</td></tr> <tr> <td><b>Languages</b></td><td>Arabic, English, French</td></tr> </table>	<b>Name</b>	Bassel Hijazi	<b>Nationality</b>	Syrian	<b>Marital Status</b>	Single	<b>Languages</b>	Arabic, English, French
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<b>COMPUTER PROFICIENCY</b>	<ul style="list-style-type: none"> <li>▪ MS Word, MS Excel, MS Access, MS Power Point.</li> <li>▪ Conversant with Peachtree, FBM, Sun, Takecare accounting software.</li> </ul>								
	<b>ALL THE DOCUMENTS ARE ATTESTED AND REFERENCE WILL BE PROVIDED ON REQUEST.</b>								