

HAJAM BATCHA

DUBAI , U.A.E.

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PROFESSIONAL SUMMARY

Dedicated and highly Motivated Senior Accountant with 10+ years of experience, seeking a position with an organization that offers opportunities for development and growth. Strong leadership skills with the ability to work well with diverse groups of people in a team atmosphere. Excellent time management skills and able to handle multiple tasks while adhering to strict deadlines.

- Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
- Responsible for general ledger.
- Fixed asset processing and reporting.
- Maintain bank accounts by requesting disbursements.
- Monitor reserve accounts and short-term fund investments.
- Review bank statements.
- Research and reconcile all discrepancies.
- Auditing and verifying documents.
- Following internal controls.
- Completing data backups.

CAREER HISTORY

ACCOUNTANT SKY GROUP- DUBAI, UAE (April 2007-June 2020)

- Maintained up to date general ledger/ nominal ledger of the company and ensured that trial balance is produced with in the set.
- Produced accurate management accounts on a monthly basis and annual budgets.
- Performed preparation and interpretation of a financial statement for the company and ensured that they are timely presented to the board of directors
- Prepared the cash flow forecast for the management decision and managed the cash flow to ensure timely transfer of funds
- Coordinated all the accounting activities to ensure the smooth running of the business activities for the entire organization

- Ensured that the organization has enough funds to support exploration activities and administration work through monthly cash call request
- Made appropriate communication to the management, the board and the supervisors respectively regarding all issues of the accounting.

ACCOUNTS CUM INVENTORY CONTROLLER

INTERNATIONAL PACKING SERVICES & AIR BORNE EXPRESS- BRUNEI, (April 2003-Jan 2006)

- Maintained stock control, day inventory report, and file keeping.
- Preparation of debtors& creditors statement.
- Monthly liability and assets settlement
- Preparation of invoice
- Issuing certificates for cheques
- Petty cash handling
- Maintaining petty cash book
- Collection of cash and cheques from the clients.

RETAIL SALE SUPERVISOR

JILL & JILL ENTERPRISES- DARUS SALAM, BRUNEI (Jan 2000-March 2003)

- Maintained clean adequately stocked and organized store by streamlining daily operations.
- Set and updated weekly work schedules to meet coverage demands by considering factors like expected customer levels, planned promotions and individual employee strengths
- Assisted customers by answering question and fulfilling requests
- Submitted reports to senior management to aid in business decision- making and planning

CLEARANCE OFFICER

TRANSPORT CORPORATION OF INDIA-BENGALURU, KARNATAKA, INDIA

(Feb1999-Apr2000)

- Prepared bills of lading, packing lists, and certificates of origin for each shipment
- Maintained open communication with global location facilitate smooth collaboration
- Transport goods to customer locations in specific timeframe
- Resolved conflicts and negotiated mutually beneficial agreements between parties
- Customer service and Collections.

- Preparation of Invoice.
- Issuing Certificates for Cheques

INTERNAL AUDIT

INDIAN BANK- KARAIKAL- 1998 - 1999

- Maintained up to date general ledger/ nominal ledger of the INDIAN BANK –KARAIKAL BRANCH .
- Obtaining, analyzing and evaluating accounting documentation, reports and data
- Prepare and present reports that reflect audit’s results and document process
- Maintain open communication with management and audit committee

EDUCATION

- Bachelor of Commerce (B.Com.,) from BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI, INDIA.
- Diploma in Computer Applications(D.C.A) including Hardware from Victory Institute of Technology, Mannargudi, India.

PERSONAL:

Date of Birth : 04th June 1976

Father name : Abdulshathar

Nationality : Indian

Passport No : G -8928344

Marital Status : Married

Languages Known : English, Singapore/Brunei Malay, Hindi, and Tamil

Driving : Dubai class 3 and Brunei driving license class1, 2, 3, 4