



# MOHAMMAD HASSAN

## ACCOUNTANT

### CONTACT

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Ras Al Khaimah, U.A.E

### EDUCATION

2021 - PRESENT

#### AL MIHAD INSTITUTE, SHARJAH

- ACCA (Association Of Chartered Certified Accountants)
- Studying ACCA (Have passed 5 papers)

2008 - 2023

#### INDIAN SCHOOL, R.A.K

- CBSE High School

### SKILLS

- Microsoft Office & Excel
- Public Relations
- Teamwork & Collaboration
- Time Management skills
- Flexibility and Adaptability
- Effective Communication
- Critical Thinking

### LANGUAGES

- English (Fluent)
- Arabic (Fluent)
- Urdu (Native)
- Hindi (Fluent)
- Punjabi (Fluent)

### ACHIEVEMENTS

- Diploma in Accounting & Business

### PROFILE

Extremely Organized, self motivated and can complete multiple tasks on required timescales & standards. Energetic and dependable, highly organized with superior communication skills, to be able to serve the company that will help me gain more knowledge and develop my skills in my chosen field of experience , pleasant and demonstrates at all times good relationships with peers.

### WORK EXPERIENCE

#### Utmost Gulf General Transport, Abu Dhabi ERP SYSTEM - BILLING

2023 - PRESENT

- Successfully implemented ERP software, resolving all operational issues and meeting company requirements, particularly in the sales, marketing, and invoicing departments.
- Proficient in preparing accurate invoices and detailed quotations, while assisting the accounts team to ensure precise financial records and reports.

#### SAQR HOSPITAL, RAK I (3 WEEKS REPLACEMENT) ACCOUNTANT, FINANCE & INSURANCE DEPT.

- Managed cash collections and issued receipts for surgeries, processed card payments for doctor consultations, and handled insurance documentation
- and claim forms at Saqr Hospital in Ras Al Khaimah, ensuring efficient healthcare service delivery.

#### ZINITH ACCOUNTING & AUDITING LLC, RAK JUNIOR ACCOUNTANT (INTERNSHIP)

DEC 2022 - APR 2023

- Completed a 4-month internship at Zinith Accounting and Auditing LLC, Ras Al Khaimah. Responsibilities included data entry, tax filing, data analysis, financial statement preparation, document scanning and printing for clients, invoice creation, and assistance in internal auditing under senior guidance.

#### AL SHAMS WATER DRAINING, RAK ACCOUNTANT (PART TIME)

MAR 2022 - OCT 2022

- Part-time Accountant at Al Shams Water Draining, Ras Al Khaimah, a leading sewage draining company. Managed invoice collection and organization for tax filing, prepared monthly invoices and profit/expense reports, created financial statements and monthly financial reports, tracked expenses and revenues, and supervised work operations.

#### CENTRAL PHARMACY, RAK CASHIER (PART TIME)

JAN 2022

- Part-time Cashier at Central Pharmacy, Ras Al Khaimah, for 1 month.

### PERSONAL

- Date of birth: 21 JAN 2005
- Nationality: Pakistan
- Visa: Own Residence Visa
- Driving License: Yes (Manual - Light)
- Place of birth: Ras Al Khaimah, U.A.E