



## **El Sadiq Ali Hassan**

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### **Objective**

Challenging position in the field of Education, Accounting, Management or Administration in order to utilize my unique qualification, expertise and hands-on experience to the optimum level in order to obtain a career growth

### **Personal Profile**

- A total of 16 years professional experience.
- Extensive knowledge of Accounting, administration, translation, planning, and management skill.
- Self-starter, proactive with sound judgment, planning skills for strategic business development.
- Leading and dealing effectively with multinational environment.
- Outstanding communication and presentation skills.
- Solid manager, team builder and motivator.
- Proven ability to train, develop and maintain a team of professionals.
- Able to work under tremendous pressure and meet deadlines with ease and efficiency.
- Good inter-personal relations and communications skills.

### **Key Qualifications**

- Managing Depot and Keeping Accounts.
- Inventory control and its management.
- Dealing with Customers.
- Resolve administrative problems and inquiries.
- Stock Controlling and sale of products to company distributors.
- Forwarding MIS related to Sales, Stock& Cash to the Head Office.
- Making travel arrangement for Mangers &other officers, when they have to travel on official work.
- Preparing Monthly Sales Report.

- Maintenance of Cash Book & Petty Cash.
- Issue cheques for all accounts due.
- Handling all purchases of office supplies on monthly basis.

**2001- Alnili General Contractors & Constructions - Al Ain,  
UAE**  
**Chief Accountant**

Job Profile:

- Handing of the firms accounting

**2002 - 2005 Al Wathba Company.**  
**Financial Controller**

Job Profile:

- Monitor the daily accounting activities like recording of revenue, expenses, cash activity etc.
- Prepare 2 location profit and loss reports.
- Cash flow management that all the requirements are met in a timely manner.
- Monitor the controls on inventory and ensure proper recording as per approved policies and procedures along with reporting slow moving items.
- Supervision of General Ledger, Accounts Receivable, Accounts Payable and Petty Cash.
- Monitoring month end tasks like recording of closing entries, accruals, quantitative reconciliations of account payables, account receivables & banks.
- Periodic Bank reconciliations statements
- Co-ordinate with external auditors for finalization of annual audit and half-yearly review

- Keeping and maintaining the financial records and preparation of financial statements.
- Oversee all transaction and other accounting or financial records and transactions.
- Handling collections and payments and dealing with the bank in the financial matters.
- Coordinate with IT department for ERP issues, maintenance and development.
- Verification of invoices / advance payments against purchase orders.
- Office administration

**2005 - 2007 University of Sharjah - Community College (part time)**

**Lecturer**

Job Profile:  
Teaching

- Managerial Accounting
- Auditing
- Management Services
- Financial of Management

**2007 - Until now University of Sharjah - Community College (full time)**

**Lecturer**

Job Profile:  
Teaching

- Accounting Principles (1)
- Accounting Principles (2)
- Cost Accounting
- Governmental Accounting
- Company & Bank Accounting
- Managerial Accounting
- Advance Accounting
- Petroleum Accounting
- Electronic Accounting
- Auditing
- Principles of Marketing
- Principles of Management

- Principles of Economics
- Principles of Commercial law
- Self Development & Soft skills
- Small Business Management
- Advising
- Graduation Project

## **Educational Qualification**

- Msc in Commerce Pune University 1998.
- Bsc in Commerce (Cost Accounting, Auditing, Accounting) Pune University 1995.
- Certificate in Computer Accounting Program (Easy soft). University of Sharjah. 2008
- Diploma of Microsoft Office(Word, Excel, Power Point) and Internet. Data Point Institute, Pune.
- High School Certificate, National High School Khartoum-Sudan-1990

## **Language Skills**

- English, Arabic and Spoken Hindi
- Passed ELTIS successfully as per British education requirements.

## **Personal Details**

- ❖ Date of Birth: 16 December 1969
- ❖ Nationally: Sudanese
- ❖ Marital Status: Married

## **References**

Reference information available upon request..

El Sadig Ali Hassan  
Curriculum Vitae