

Curriculum vitae



Name : ABDI HADHEMI
Nationality : Tunisian
Date & place of Birth : Tunisia, 16-12-1986
Marital Status : Married
Phone : 00974-33044527
Curiel : hadhemi_abdi@yahoo.fr;
hadhemiabdi@gmail.com
Address : QATAR – DOHA
Visa : Residency visa (Husband sponsorship)
Driving License : Qatari and Tunisian

Personality: I have strong interpersonal and presentation skills and I enjoy working with people in a team or independently. I can handle pressure and work under stress.

CAREER OBJECTIVE

Seeking a challenging opportunity in a growing company in which I can enhance my knowledge and gain experience.

CAREER EXPERIENCE

June 2020 until today : Accounting receiving and payable + Sales Manager, Al Ahramat food stuff

Accounting receivable rules:

- Organize a regular meeting with operation and division managers to facilitate communications with customers and boost payment process.

- Formulate a weekly and monthly reports to analyse unbilled balances, cashflow and processing of subcontracting invoices.
- Develop credit management policy and evaluate credit accounts write-offs and other adjustments.
- Identify customers who are not paying and accordance with started terms and develop action plan to improve payment trends.
- Provide support to customers regarding collection issues, refunds, write-offs, adjustment request and resolve clients' discrepancies.

Accounting payable rules:

- Developed tracking reports to keep management informed of due and past due invoices
- Complete payments and control expenses by receiving payment.
- Verifying details of transactions including funds available and total accounts balances.
- Verifying and reconciling invoices.
- Renegotiated payments terms with dozens of suppliers.

Sales and purchasing manager:

- Preparing import process.
- Preparing company profile.
- Contacting suppliers around the world.
- Market study for new products: calculate cost and profit.
- Make new opportunity for the company.
- Device social media strategies that align with corporate B2C initiative and objective.
- Facilities hiring for process and training for sales team.
- Designed an innovative marketing strategy to boost market penetration increasing our operating profit 45%in 2021.
- Analyse sales pipeline and trend with senior management to forecast quarterly sales goals and quotas.
- Analyse clients' goals and developed marketing strategies.

Mars 2015 until December 2016 : Tax Agent, JBA &Partner, tax department

- Preparing the full process of tax department: tax cards, tax declaration.
- Prepare full data of clients of tax department.
- Prepare a proposal for new clients.
- Extract of tax card for clients.
- Renew tax cards.
- Prepare the Withholding tax declaration.
- Prepare the tax declaration for clients.

May 2010 - October 2014: Senior Auditor: *General Audit and Consultancy*,

- Collect the requisite documents, Financial Statements and Profit & Loss statements for performing the audit balance sheet and to assure accuracy and compliance.
- Examine and analyse accounting records to determine financial status of establishment and preparing financial reports concerning operating procedures.
- Perform detailed audit procedures, examination, and analysis of accounting and financial records to ensure compliance with accounting procedures and client policies.
- Assess compliance with financial regulations and controls and verify the legality within the documents.
- Completed Studies of Claims files for Insurance and reinsurance companies.
- Evaluated client's Controls and procedural standards.
- Making constructive suggestions to improve client internal controls and accounting procedures.

List of Organizations in which I worked as an auditor:

- BTE (Emirate Tunisian Bank)
- ATB (Arab Tunisian Bank)
- LLOYD (insurance and reinsurance)
- SALIM (insurance and reinsurance)
- COMAR (insurance and reinsurance)
- ASTREE (insurance and reinsurance)
- TQB (Qatari Tunisian Bank)
- TUNIS RE (reinsurance)
- Fund BH
- Fund BT
- BIAT (insurance)

MEMORY AND INTERNSHIP COURSES THESIS STTUDY

Graduation Project: Differences among the Tunisian and International Accounting Standards IFRS (2010)

February - May 2010: Internship project at the end of study
“La Générale D`audit et De conseil” Membre of the CPA International

COMPUTER SKILLS

Accounting programme: Sage, QuickBooks, Oracle
Microsoft Office, Microsoft Power point, Microsoft Excel, and Internet

LANGUAGES

Exceptionally good in **English, French** and **Arabic** (Written and Spoken)

ACADAMIC BACKGROUND

2014 : Major Training and Consultancy Doha, QATAR
Finance & banking securities & exchange certificate

2007-2010: University of Accounting and Business Administration (ISCAE) *License in financial accounting techniques*

2006: Arianna Hannibal High School, Tunisia *Bachelor mathematical section*

INTEREST

Traveling, Music, Sports and Reading

REFERENCES

Mrs. GHANMI Chehab "Expert Accountant Associated " chiheb.gac@gnet.tn

Mrs. Mohamed Saif **CEO of AFS:** al Ahramat food stuff

