



# Curriculum vitae

**Name** : ABDI HADHEMI  
**Nationality** : Tunisian  
**Date & place of Birth** : Tunisia, 16-12-1986  
**Marital Status** : Married  
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[hadhemiabdi@gmail.com](mailto:hadhemiabdi@gmail.com)  
**Address** : QATAR – DOHA  
**Visa** : Residency visa (Husband sponsorship)  
**Driving License** : Qatari and Tunisian

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**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

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

## CAREER EXPERIENCE

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**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**

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**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

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

## LANGUAGES

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

## ACADAMIC BACKGROUND

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**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

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Traveling, Music, Sports and Reading

## REFERENCES

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Mrs. GHANMI Chehab "Expert Accountant Associated " [chiheb.gac@gnet.tn](mailto:chiheb.gac@gnet.tn)

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

