



Haj Mydeen

Chief Accountant cum Finance Officer,
F & B Supervisor and Accountant Cum
Cashier

Contact Details

✉ hajeempm@gmail.com

☎ +971 588223165

📍 Deira, Dubai - UAE

🌐 <https://www.linkedin.com/in/haj-mydeen-8ba16/>

Professional Skills for Accounts and Finance

- Accounting Standard (IFRS/ GAAP)
- Taxation
- Accounts Payable and Receivable
- Payroll preparation
- Expertise Reconciling Bank statements and Handle with multiple Bank transactions
- Skilled in preparing financial statements
- Proficient in using Software like Tally and MS Excel
- High Speed Type Writing
- Low Speed Type Writing (Arabic)
- Internet E mail Application and Outlook

Professional Skills for F & B Supervisor

- Manage conflicts between team members or customers calmly and professionally.
- Actively listen to staff concerns, customer feedback, and provide solutions in a timely manner.
- Understand the financial side of F&B operations, including managing budgets, controlling costs, and maintaining profitability.

Enthusiastic professional seeking a challenging Finance, Accounting and **F & B Supervisor** role for in your esteemed organization to utilize my skills and contribute to team success, while chasing growth and development for a fulfilling career.

Profile Summary

With **12 years of Gulf experienced in the Kingdom of Saudi Arabia** as a **Chief Accountant cum Finance Officer**, Proven expertise in financial accounting, budgeting, and tax compliance, with a strong ability to drive cost-effective strategies and Skilled in utilizing Financial management software **Tally ERP/ PRIME, MS Office and MS Excel** delivering accurate and timely financial reports.

A dedicated and results-driven **F & B Supervisor** with 4 years of experience with Vegetables Wholesale Market in Buying/ Selling/ Overseeing the daily operation, Excellent Customer Service, Managing staffs and Track inventory level of Food, Beverages and other supplies.

Professional Experience

1. **Chief Accountant Cum Finance Officer**

Speed Architectural Technology Est., (Contractor of Saudi Aramco Oil Company) Al Khobar Eastern Region, **Kingdom of Saudi Arabia**, From Nov - 2008 to Aug – 2020.

Key responsibilities:

- Prepare financial statements such as balance sheets, income statements, and cash flow statements.
- Maintain accurate financial records, including Accounts payable, receivable, and general ledger entries.
- Assist in preparing annual budgets and financial forecasts.
- Ensure all payments are made on time and follow up on overdue payments and Implement strategies to optimize Cash flow.
- Coordinate with vendors and customers to resolve payment discrepancies.
- Prepare Vat Files and submissions.
- Collaborate with external auditors for tax filing and audits.

Education:

- B. Com (Bachelor of Commerce)
- Master in Islamic studies and Arabic Literature

Achievements:

- Achieved a 20% increase in weekly Vegetable sales by introducing targeted marketing strategies and seasonal promotions.
- Successfully handled customer complaints and resolved issues, maintaining a 95% satisfaction rate among retail customers.

Driving License:

- Date of Expiry: 19/03/2024
- Country: Saudi Arabia

Languages:

- English
- Arabic
- Tamil
- Hindi
- Malayalam

Personal Details:

- Date of Birth : 20-06-1983
- Gender : Male
- Nationality : Indian
- Marital Status: Married
- Passport No. : Y8964101
- Date of Issue : 21-09-2-23
- Date of Expiry: 20-09-2033
- Visa : Visit Visa
- Date of Expiry: 30-12-2024

References:

➤ **Mr. Mohammed Shameem**
Ex. General Manager
Speed Architectural Technology Est.
Saudi Arabia
Contact: +91 7708884586
Email: shameem@speetech.net

➤ **Mr. Noorul Hasan**
Dubai, United Arab Emirates
Contact: +971 559931870
Email: noorulss@gmail.com

2. F & B Supervisor

MPM Vegetables Wholesale and Retail Market, Tamil Nadu, India, From Jan 2021 to Sep 2024.

Key responsibilities:

- Ensure that the team is trained on proper Food handling, service protocol, and safety standards.
- Offer guidance on the Current market trends, Property Values and Investments opportunities.
- Ensure personalized service where possible and exceed customer expectations.
- Ensure proper storage of products and manage stock rotation to minimize wastage.
- Assist in determining pricing strategies for menu items and control costs to improve profitability.
- Check the quality of food and beverages being served to ensure consistency and quality standards are met.
- Implement strategies to increase repeat business, such as customer loyalty programs or personalized service.

3. Accountant Cum Cashier

Arasan Fashion Designs (P) Ltd, Tamil Nadu, India, From Jan 2007 to Oct-2008

Key responsibilities:

- Maintaining general ledgers and processing journal entries.
- Prepared bank reconciliations and resolved discrepancies in financial records.
- Generated invoices, processed payments, and updated accounting software.
- Taxation: Computing taxes owed, preparing tax returns, and ensuring prompt payment.
- Manage daily cash inflows and outflows, ensuring all transactions are accurately recorded.
- Handle petty cash, ensuring accurate disbursement and proper documentation.

4. Certificates:

- Tally Academy
- D.C.A. (Diploma in computer Application)
- Typewriting (English) from the Indian Govt.