

HAKKIM ABUBAKKAR

PROFESSIONAL SUMMARY

Dynamic professional with over 18 years of experience in Finance, Accounts, MIS, Budgeting, Internal & External Auditing, and Cost Controlling & Planning across GCC and India, specializing in Vending Solutions. Currently serving as Chief Accountant at Integral Group Holding’s Head Office in Doha, Qatar.

Key responsibilities include developing and generating monthly financial reports, collaborating with the COO and VP-Finance. Conducting thorough cost control and resource utilization analyses. Proficient in cash management, debtors and creditors management, and monthly collection projections with actual vs. projection analysis. Experienced in operations, sales, and negotiations, with strong man-management skills and leadership qualities.

WORK HISTORY

CHIEF ACCOUNTANT 06/2014 present

Integral Vending Solution W.L.L (IGH - Group) Doha, Qatar

With a decade of experience in Qatar, I have held various financial roles at Integral Group Holding, specializing in catering, retail, and vending businesses. My primary focus was on the vending and retail sectors, wherein I oversaw finances, procurement, and all accounting functions. This included managing monthly Income statements Balance Sheet & Cash flow Management and Budgeting & Forecasting

Key Responsibilities:

- Independently managed the Integral Vending Division’s administrative, accounts, and finance activities.
- Maintained strong relationships with suppliers and customers.
- Prepared AR and AP aging reports, reconciling them with GL accounts.
- Maintained a Fixed Asset Register for over 1,000 vending equipment, posted monthly depreciation, and reconciled with GL accounts. Updated and reconciled inventory for food and non-food items with GL accounts on a monthly, quarterly, and yearly basis.
- Managed and reconciled intercompany accounts.
- Posted and processed journal entries to ensure all business transactions were accurately recorded.
- Monitored day-to-day retail and credit sales, generating invoices for trading, catering, retail, and vending clients.
- Reviewed expenses, payroll records, and other assigned tasks.
- Updated financial data in databases to ensure accuracy and immediate availability.
- Developed and maintained effective internal control systems to ensure compliance with GAAP.
- Prepared monthly, quarterly, and year-end closing of accounts. Assisted with audits and tax returns as required.
- Participated in the development of annual budget



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SKILLS

- MIS & Budgeting
- General Accounting
- Cash Flow Management
- Credit Control
- Sales Analysis
- Inventory Management
- Financial Reporting
- Internal Controls
- Bank Recon & Facility Recon

COMUTER SKILLS

- Microsoft Dynamics 365 & AX
- Tally ERP 9
- MS Office
- Advance Excel

PERSONAL INFO

Date of Birth : 21/05/1983
Place Of Birth : India
Gender : Male
Nationality : Indian
Marital Status : Married
Driving License: Qatar License
QID : Valid QID with NOC

ACCOUNTANT, 10/2013 - 05/2014

Kaveri Medical Centre, Karaikudi, Tamil Nadu- India

- Daily updating DSR & report to Line Manager
- Reconciled company accounts for credit cards, employee expenses, and commissions.
- Reviewed general ledger entries and assessed accuracy.
- Daily basis Sales Invoice preparation & accounting in Tally Software
- Sales Report Preparation & Weekly Reconciliation of Sales & Analysis for the same
- Stock Reconciliation & passing adjustment entry for necessary changes as per actual Stock
- Passing Journal Entry in Tally Accounting Software
- AP -Invoices Booking & Releasing Suppliers Payment
- Inventory Controlling and reporting to management for shortage of Stock
- Monitoring of old Stock & Expiry of Stock
- Assisted with monthly and quarterly income statements, balance sheets and cash flow reports to inform decision-makers.
- Monitored status of accounts receivable and payable to facilitate prompt processing.

ASSISTANT ACCOUNTANT, 06/2010 - 09/2013

Al Wessam Medical Polyclinic, Jeddah- KSA

- Daily updating DSR - Clinic & Pharmacy,
- Preparing monthly medical billing Invoices for all insurances company.
- Filing and updating weekly ledger account, Journal entries
- Assisting in monthly Payroll - HR
- Follow-up customer for outstanding Payments and Report to Credit Controller
- Maintained accurate and complete documentation to facilitate accounting and filing functions.
- Assisting Auditing for making Schedules.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Reviewed general ledger entries and assessed accuracy.
- Reconciled company accounts for credit cards, employee expenses, and commissions.
- Checked general ledger entries to increase accuracy, prevent significant errors, and identify adjustments.

ACCOUNTS/CLERK, 12/2009 - 06/2010
Expo Group of Company, Karaikudi, Tamil Nadu-India

- Daily sales updating and send to Chief Accountant & Operations
- Purchased and maintained office supplies.
- Handling Accounts Receivable & Payable activity.
- Maintained filing system and organized customer documents for easy retrieval of information.
- Assist to CA Report Generation & analysis of the financial report
- Produced high-quality communications for internal and external use.
- Interacted with customers by phone, email, or in-person to provide information.

CASHIER, 08/2006 - 11/2009
Saudi Medical System Com Ltd., Jeddah- KSA

- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Addressed customer needs and made product recommendations to increase sales.
- Reconciled cash drawer at start and end of each shift, accounting for errors, and resolving discrepancies.
- Used POS system to enter orders, process payments and issue receipts.
- Maintained current knowledge of store promotions and highlighted sales to customers.

EDUCATION

Bachelor of Commerce, 01/2000 to 2003
Madurai Kamaraj University - Madurai - India

LANGUAGES

Tamil: Native language

Arabic: B2
Upper intermediate

Hindi: B1
Intermediate

English: C2
Proficient

Malayalam: B1
Intermediate