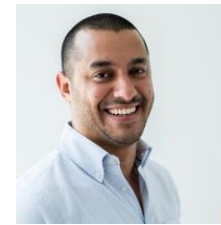


# Hasan Abdul Hameed Al Hayki

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## Experienced Accounting & Finance Professional

Versatile, results-driven professional with 9+ years of comprehensive experience across Saudi Arabia, Bahrain & United Arab Emirates.

- Experienced and driven financial services professional with expertise in accounting, financial management, analysis, planning, and auditing.
- Skilled in collaborating with all members to achieve business and financial objectives.
- Instrumental in streamlining and improving processes and reporting methods.
- Technical proficiency across multiple accounting software: QuickBooks, Sage, Tally, and Xero.
- Comprehensive knowledge in HR and Office management: Staff employment contracts, compensation & benefits, holidays allowance, & compliance with labor and employment laws.

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### **Work Experience** (9+ years of comprehensive finance & accounting experience)

► **Senior Finance Manager at Oriental Shuraa Commercial Services** **Oct 2015 - Present**  
(Dammam, Kingdom of Saudi Arabia)

Oriental Shuraa Commercial Services Est was formed in 2010 and is a regionally well-known logistics and freight forwarding business. It has multiple clients from UK, South Korea and the United Arab Emirates. It has successfully expanded with multiple branches across the Gulf Region.

- Introduced a complete financial model and accounting system into the company which yielded a significant increase in the revenue generated in terms of recognition and attribution of costs.
- This financial model improved the company's purchasing capabilities, inventory turnover rate, and increased the assets output.
- Complete overhaul of the departmental targets / forecasts in terms of achievable revenue and year-on-year growth in line with management vision.
- Introduced a new accounting software in Tally ERP9, and implemented it successfully which in turn has been cost-time effective on producing reports & data-entry across all accounting stages.
- Full responsibility and authority over all governmental requirements in terms of yearly audit reports, WHT & VAT tax monthly submissions, and licenses within the chamber of commerce.
- This has paved the way into a successful expansion into three subsidiaries in the Kingdom of Bahrain and the United Arab Emirates.
- Currently responsible for **3 subsidiaries** across United Arab Emirates, Kingdom of Bahrain, and UK – TerraFirma LLC, TerraFirma SPC, and Ceekay WLL.

► **Finance Manager & Board Secretary at From6 Communications Co WLL** **Nov 2011 – Oct 2015**  
(Seef District, Kingdom of Bahrain)

FROM6 Communications was formed in 2011 and are a boutique integrated marketing agency offering 360-degree marketing and communications services. It has multiple clients from United Arab Emirates, UK, Bahrain, and Saudi Arabia.

- Registered the company within the required legal bodies in the Kingdom of Bahrain, which includes the Memorandum of Association, Commercial Registration certificate, Chamber of commerce licenses, and LMRA / GOSI.
- Sourcing of Office space that is in a strategic location in regards to potential / current clients and that was cost-effective in terms of a new startup company. Full negotiation on office lease terms.
- Entered the company into a government funded startup scheme, which enabled the company to be fully audited (for the first 3 years) free of cost. This was instrumental to laying the foundations.

- Created a financial system that incorporated the important parts of an advertising agency – time allocation and staff efficiency. This allowed us to carefully gauge the amount of time spent on each project and in turn increase project profitability.
- Responsible for all financial and accounting reporting and all yearly audit requirements with KPMG since incorporation to-date.
- *Board secretary responsibilities* – ensure the smooth and effective functioning of the Board, and the development, management & review of governance policies and procedures. Act as an advisor to the Chairperson, Board and Senior Management Team on governance matters.
- *HR & Office responsibilities* – Contracts, holidays, staff visas, payroll & managing the admin staff.

► **Finance Manager at Unisono Brand Consultants**

**Feb 2010 – Nov 2011**

(Sanabis, Kingdom of Bahrain)

Received a promotion from **Accountant** to **Finance Manager** on January 2011

Unisono was formed in 2006 and is a multi-award winning strategic branding and creative marketing campaign agency based in Bahrain that services clients in Bahrain, KSA, UAE, Kuwait, Qatar and Oman.

- Worked directly with the Managing Director to streamline processes between the Finance and Client Servicing departments. This allowed the flow of information to be quick and effective.
- Worked directly with the CEO, and Founding partner to successfully allocate appropriate budgets towards high-caliber staff recruitment from overseas. This allowed the company to win many lucrative agency contracts across the region during this period.
- Streamlined the process of the purchasing department, which allowed for a quick turnover of projects and increased client satisfaction in terms of time management.
- Client Relationship – Setup quicker methods of invoicing / paperwork submissions to clients which positively impacted both parties. Some main clients were BFC, & Viva.
- Responsible for all financial and accounting reporting and all yearly audit requirements.
- HR Advisor–Official advisor on all staff employments and terminations, including all legal matters.
- *HR & Office responsibilities* – Contracts, holidays, staff visas, payroll & managing the admin staff.

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**Education:**

**Masters of Business Administration** at AMA University –

**2017 - Present**

- This course emphasises on use of accounting data as a management tool for managerial control and decision making process. **(This MBA can be done remotely, not tied to Bahrain).**

**Certified Accounting Technician** from Association of Chartered Certified Accountants

**2017 - Present**

- Currently completed: FA1 / MA1 / FA2 / MA2 / FAB (F1)
- Next Exams: FMA (F2) / FFA (F3) / FTX / FAU

**Bachelor's in Business Administration** at New York Institute of Technology –

**2006 to 2009**

- Major in Finance with a minor in Accounting, GPA on completion: 3.00

**International Baccalaureate & American Diploma** at Ibn Khuldoon National School

**2004 to 2006**

- Completed the degree in 2 years along with the American Diploma in the following subjects: English, Arabic, Biology, Chemistry, IT and Mathematics.

**Advanced Certificate in English (CAE)** at The British Council

**2005**

- Completed 5 Papers across Reading, Writing, Use of English, Listening & Speaking.