

# HADI SANAGE

Accounting and Finance Professional

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Al Farwaniyah, Kuwait

## WORK EXPERIENCE

### Accountant

**National Takaful Insurance Company (Al Asimah, Kuwait)**  
**10/2022 - Present**

- Handling Day to Day Accounting processes to drive financial accuracy and ensure compliance with policies.
- Monthly reconciliation regarding accounts payable and Motors Recovery.
- Preparing Payments for Claims, Rents. Suppliers, Reinsurers, Garages.
- Processing Journal Vouchers & Analyzing Expense accounts.
- Liaise with Bankers, policyholders regarding financial transaction.
- Administrating Accounting for Motors Insurance Including Third party & Comprehensive insurance,
- Settlement of Life & Medical Insurance Claims.
- Handling Total Loss Payments, Scrutiny & related activities.
- Prepared & Managed Monthly Bank Reconciliation Statement.

### Internal Auditor

**SK Patodia & Associates (Mumbai, India)**  
**09/2021 - 04/2022**

- Major Clients include - ICICI Bank & Life Insurance Company (Leading bank of India), Choice Brokerage Firm.
- Conducted Internal & Concurrent Audit of Depository Participants operations for brokerage firms regulated by top commodities and securities exchanges in India.
- Preparation of full-fledged SOP (Standing Operating Procedure) for Clearing & Settlement Department as well as Depository Participant Department.
- Engaged in internal audits for Banks, NBFC's, Insurance companies, Investment & Hospitality firms.
- Identified trends and assessed opportunities to improve processes and execution.
- Outsourced and worked as a Financial Operations Consultant for ICICI Prudential.

### Junior Accountant

**SKC & Associates (Mumbai, India)**  
**01/2019 - 09/2021**

- Handled Bank Reconciliations for Various Clients.
- Preparing and posting Journal entries to ensure all business transactions are recorded.
- Maintaining accounting records for Individuals & Companies,
- Documented Cash, Credit, fixed assets, accrued expenses and line of credit transactions.
- Assisted Senior Manager in preparing & maintaining balance

## SUMMARY

Experienced Professional with a demonstrated history and success in Audit, Reporting, Investments and Accounting. Conceptual Thinker successful at refining various matters to achieve financial accountability and transparency.

## SKILLS

Investments

Financial Reporting

Critical Thinking

Bookkeeping

Microsoft Office

Attention to Details

Regulatory Compliance

Due Diligence

## LANGUAGES

English

Hindi

Arabic

## EDUCATION

Master's of Commerce -  
Accounting  
2021

University of Mumbai

Bachelor's of Management Studies -  
Finance  
2019

University of Mumbai

sheet, Profit & Loss Statement for Various Organization.

- Filing GST & Income Tax Returns.
- Supported General accounting Functions for Year end closing process.
- Prepared & reviewed payroll, ensuring compliance with all relevant regulations and minimizing risk of errors.

## HOBBIES

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Reading History

Camping

Learning Arabic

Volunteering & Community Involvement

Weight Lifting