



Lina Mohammed Shngrai

Sudan

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Objective

Profile " Performs a range of general clerical, accounting, bookkeeping and administration support functions in an organization. " Motivation to learn new skills/technologies, excellent analytical/problem-solving skills, fast-learner, resourceful, committed, hard-worker, and self-initiative. " Ability to coordinate and communicate with project team. Able to work independently and part of team.

Experience

- First hand** 2015 - 2019
General account
Record daily financial transactions into the general ledger system.
Conduct regular reconciliations of accounts payable and accounts receivables.
Reconcile bank statements with financial records.
Match transactions between bank statements and the general ledger.
Collaborate with sales and customer service to address billing issues.
Prepare aging reports and communicate with vendors for overdue payments.
Participate in the review of financial statements for accuracy and compliance with accounting principles.
Assist in month-end and year-end closing processes, including preparing financial statements and reports.
- International school** 2019 - 2020
General Account and HR
 - Assist in month end reporting procedures.
 - Process accounts payables and receivables as needed.
 - Perform filing and general administrative tasks.Processing expenses of bills .Request office supplies
.Cover the reception desk .
Computer maintenance and manual filing.
Provide information to internal colleagues or external inquirers.
Dealing with sensitive information in a confidential manner.
Resolve administrative problems.
Receiving, sorting and distributing the post.
Answering telephone calls.
- International school** 2020 - 2021
Teacher
I am working as a Teacher for Math for grade one to five for international schools. I have the ability to explain the information in my smoothness and reach it to the children, solve any problems that students have of different kinds, I have already had plenty of experience with children, good manners and goodness, strength of character, patience and renewal.). I have a strong will and constant motivation that encourages them to work and produce, optimism and the ability to achieve their goals, thinking from all sides.

Education

- **Ahfad University p** 2022
Bachelor Degree
- **Sunris** 2018
Course of Excel And SMACC
Excellent

Skills

- Good in computer and MSOffice
- • Administration skills
- • Organization and flexibilit
- HTML
- Safety Management System Sms
- Statistical Methods
- Data Programme
- Logical Thinking

Languages

- Arabic
- English