

# Alaa Mohamed Ebrahim

Wats number:0999299210

Call number : 0544611933

Gender: female

Email :alaab0969@gmail.com.

Address : Sharjah - United Arab Emirates

Nationality: Sudanese

## ACCOUNT MANAGER & ADMINISTRATIVE

Graduate of the College of Accounting and Banking Management is enthusiastic and results-oriented seeking a challenging position within a large organization as a Finance Manager or Assistant Office Manager. Provide a strong foundation in business strategy, data analysis, and project management, with a proven ability to drive efficiency, achieve successful outcomes, and collaborate within cross-functional teams.

## KEY COMPETENCIES

Process improvement	Writing and submitting financial and	High skills in using Microsoft
Data-driven strategic planning	administrative reports	Office, Excel, PowerPoint, and all
Cost-benefit analysis	critical thinking skills	accounting programs
	Excellent communication skills	Exceptional organizational skills

## PROFESSIONAL EXPERIENCE

### Amir Al-Atta Company for Import and Export

Nov 2019 - jan 2021

#### Account manager

A streamlined process for gathering financial requirements was developed and implemented, resulting in a 15% reduction in requirements delivery time. A unified reporting framework was developed and implemented, improving visibility of key performance metrics and enabling data-driven decision making at all levels of the organization.

### Brand Medical Company Secretarial (Executive Assistant):

Mar 2021- feb 2022

Assist the Office Manager in planning and executing various works, and ensuring adherence to timelines for tasks and deliverables. Monitor project budgets, track expenses and prepare financial reports to ensure cost effectiveness and adherence to financial guidelines.

### Hassanein Private Secondary Educational Foundation (Girls)

Oct 2022 - Apr 2023

#### Account manager:

Preparing invoices and financial receipts for each student within the accounting system  
This facilitates the process of preparing the monthly report on revenues and expenses

## EDUCATION & CERTIFICATIONS

Faculty of Administrative Sciences at the  
University of Khartoum - holds a diploma in  
management and banking accounting

Electronic Accounting Diploma  
Smart Vision Training Foundation

Communication skills certificate from the  
university center

Preparatory course for the Fellowship of Certified  
Public Accountants

## OTHER SKILLS:

I SPEAK ARABIC AND ENGLISH  
SPEED AND ACCURACY IN  
ENTERING DATA AND WRITING ON  
THE COMPUTER