

CONTACT

- n Dubai Algusis 5 industry area
- 971544602930
- Sudanese
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SKILLS

- Microsoft office
- Tally
- ERP System
- Flexibility
- Responsibility
- Attention to Detail
- Emotional Intelligence
- Creativity
- Organization
- Team Work
- Critical Thinking
- Problem Solving

LANGUAGES

- English
- Arabic

REFERENCES

NAGI OSMAN, my wife's brother Doctor, Al Ain alkhafas88@gmail.com 0586211170

SUMMARY

Master degree in business administration (MBA)And.B.Sc degree holder in Agricultural Economic with more than 10 years of rich experience in Financial,According,Auditing and leadership inspirational the team work in addition to good experience in Administration,office management and having sufficient leadership capabilities to lead the financial and management team especially in retail sales construction.

OBJECTIVE

Seek to work in an environment that will challenge me further, where i can be a member of a team and utilize my business experience to the fullest and allowing me to contribute to the continued growth and success of the organization.

PROFESSIONAL EXPERIENCE

ACCOUNTANT

Sudan Judiciary. Sudan | Oct 2014 - Apri 2023

Provides financial information to management by researching and analyzing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Substantiates financial transactions by auditing documents. Maintains accounting controls by preparing and recommending policies and procedures. Guides accounting clerical staff by coordinating activities and answering questions. Reconciles financial discrepancies by collecting and analyzing account information. Secures financial information by completing database backups. Maintains financial security by following internal controls. Prepares payments by verifying documentation, and requesting disbursements. Answers accounting procedure questions by researching and interpreting accounting policy and regulations. Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. Maintains customer confidence and protects operations by keeping financial information confidential.

DEPUTY GENERAL MANAGER

Seera For Multi activities Company. Sudan | Jan 2021 - Apri 2023

Coordinate with advertising agencies and recommend improvements to company profile and develop and maintain relations with all brokers and agents for current processes and prepare documents for all claim procedures and losses. Administer everyday operations for organization and provide support to all operations projects and supervise working of all multifunctional project teams and manage all financial and administrative activities.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

National Ribat University. Sudan - Khartoum | Jan 2015 - Fab 2017

BACHELOR OF AGRICULTURAL ECONOMIC

 $\textbf{University of Khartoum}.\, \textbf{Sudan - Khartoum} \,|\, \textbf{Sep 2008 - Sep 2013}$

COURSES AND CERTIFICATES

PREPARE ANNUAL BUDGET

Cort For Training and human development center. Sudan | Nov 2019 - Nov 2019