



Suleiman Malandey

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OBJECTIVE

Prolific and detail oriented finance professional, offering 10 years professional experience in AP/AR including 4 years in Syria and 6 years in Sudan, financial reporting and general ledger accounting functions. Adept at identifying deficiencies and working with management to address them and develop process improvement strategies.

EXPERIENCE

2019 -
2023

- **Senior Accountant**
P C Technologies Multi Activities - Sudan
 - Ensures the integrity of accounting information by recording, verifying, consolidating and entering transactions.
 - Prepares and record assets, liability, revenue and expenses.
 - Maintains and balances subsidiary accounts by verifying, allocating, posting and reconciling transactions and resolving discrepancies.
 - Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
 - Produces payroll and transfer it to employees's accounts.
 - Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
 - Avoids legal challenges by complying with legal requirements.
 - Secures financial information by completing database backups.
 - Protects organization's value by keeping information confidential.
 - Preparing financial reports and submitting it to management, clarifying weak points and providing appropriate suggestions to solve problems.
 - Follow up on work team tasks and maintain the cohesion of the work environment.

2017 -
2019

- **AR Accountant**
P C Technologies Multi Activities - Sudan
 - Prepare sales invoices and deliver it to clients finance.
 - Collects payments by accepting cash, check, or charge payments from clients.
 - Prepare Sales reports weekly and monthly then provide it to management.
 - Enter transactions to accounting system.

2013 -
2017

- **Accountant**
Cileen Drugs Store - Syria
 - Collecting sales value from representatives.
 - Follow up inventory and alert to complete shortages.
 - Preparing monthly and annual inventory reports.

- Preparing periodic sales and purchases reports.

2012 -
2013

- **Cashier**
Laliche Hotel - Syria
 - Collects payments by accepting cash, check, or charge payments from clients.
 - Balances cash drawer by counting cash at beginning and end of work shift.
 - Take orders from hotel guests by phone and directing it to restaurant.

EDUCATION

2014

- **Bachelor of Information Technology**
Syrian Virtual University

2010

- **Technical Diploma in Computer Engineering**
Tishshreen University

SKILLS

MS Office



Teamwork



Leadership



Problem solving



Time management



AR/AP Accounting



Cost accounting



Financial reporting



QuickBooks System



Bank Reconciliation



LANGUAGES

- Arabic (native)
- English