

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 - Cashier2013 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

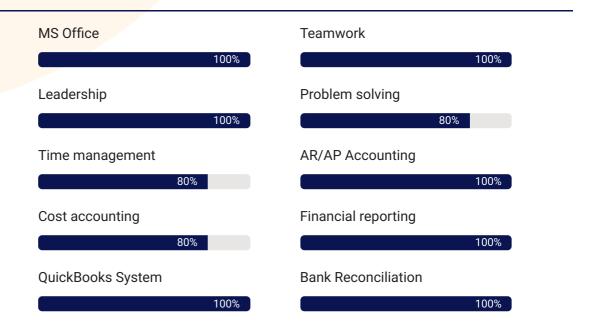
2014

 Bachelor of Information Technology Syrian Virtual University

2010

 Technical Diploma in Computer Engineering Tishshreen University

SKILLS



LANGUAGES

- Arabic (native)
- English