



# Suleiman Malandey

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United Arab Emirates

## OBJECTIVE

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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

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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

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2014

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

2010

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

## SKILLS

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MS Office

100%

Teamwork

100%

Leadership

100%

Problem solving

80%

Time management

80%

AR/AP Accounting

100%

Cost accounting

80%

Financial reporting

100%

QuickBooks System

100%

Bank Reconciliation

100%

## LANGUAGES

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- Arabic (native)
- English