*****Idris***

***Idris.208276@2freemail.com***

***Personal Data : -***

 *Nationality : Sudanese*

 *Place &Date of B. : 26/06/1970 - Sudan*

 *Sex : Male*

 *Job : Financial Manager*

 *Status : Married*

 *Religion : Muslim*

 *Languages : Arabic & English*

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| ***Qualifications :***  | *2004* | *Master Degree of Science in Accounting and finance, faculty of Social &Economic Studies. University of Juba Sudan**(Post Graduate Research about Risks of Documentary Credit under Operation Organizing of Import & Export )* |
|  | *2001* | *Bsc. ( honors) Accounting faculty of commerce Economical and Social Studies, AlNeelain University – Sudan* |
|  | *1998* | *Diploma (Office Management & Computer) International Institute*  |

***Training and courses:****-*

* *Documentary Credit.( import & export)*
* *Investment & Islamic modes of finance.*
* *Financial Analysis.*
* *Banking Marketing.*
* *Adequacy & Financial banking control.*
* *Accounting Programs Tally , Peach Tree, Al a mean, Oracle& QuickBooks****.***

***Work Experience :-***

* *Financial & Adminstrator Manager* 20 *Aug.2013up to Now*

*1- AL Hamoor Shipping Clearinc L.C.C. -UAE. Dubai.*

* *Financial & Adminstrator Manager-08jan.2008 up to 01 Jan. 2012*

*2- Hamad ALkhaili Group of companies Abu Dhabi*.

* *Financial & Adminstrator Manager – 28feb.2007up to 06 Jan. 2008.*

*3- Private office of H.H.Sheikh Nahyan Bin Hamdan All Nahyan – AbuDhabi*

* *Financial & Administrator Manager - April 2005 – up to Jan. 2007*

*4- Bee Group of co.(Heeded company) – Sudan*

***My career tasks summarised : -***

 *Direct and oversee financial management of the Group of companies by facilitating implementation of the business plan and achievement of business objectives through strong & sustainable growth in revenues and profits, In line with Group’s vision, mission and objectives.*

 *Should lead the development of business plans in line with the budgets in order to realize the strategic objectives.*

 *Should lead and control the finance section activities including payroll ,sales & purchasing , warehousing ,insurance , Accounts payable , Accounts receivable, revenue/expense, and analysis of debtors& creditors Ac. ,financial reporting and Collection & Revenue cycle.*

 *And be responsible for daily operations of these departments,*

 *as follows : -*

* *Financial Organizing :- Drawing financial system which suits the group of companies activity and effectively contribute in the financial process as per the international standards & Accounting principles and controlling expenses & revenues, following up debtors and creditors, Maintain the chart of accounts, Maintain a system of controls over accounting transactions*
* *Financial & Administrative Monitoring :- Checking and evaluating financial operations & daily financial applications, right guidance accounting entries , auditing and setting out internal rules to apply the internal monitoring system.*
* *Managing and controlling of cash and banks :- ensure having enough cash for the company needs, & Develop financial accounting systems for cash management, accounts payable, accounts receivable, credit control, purchases, sales monitoring bank accounts and cash, collecting debits, paying loans on time, developing financial policies and procedures to insure monitoring and controlling the financial operations.*
* *Preparing all regular financial reports of the company activities & accounts , receivables, debtors ,stores, insurance, treasury and wages, and etc.& Informing the senior managers of the company financial status thorough regular financial reports and submitting financial recommendations which lead to profit maximization.*
* *Preparing financial statements of company activities (Income statement, Balance Sheet, Cash flows statement Owner’s equity statements.) implementing all works related to the company.*
* *Maintaining all assets, monitoring validity of all agreements, obligations and contracts made and executed between company and others, ensuring the rights and interests of the company.*
* *Financial planning and analyzing including estimation of amounts to be invested in the company and what it takes from local or foreign sources of funding. Daily monitoring of the movement of incoming and outgoing cash flows.*
* *Managing current investments through directing amounts to investments that achieve regularity of business cycle as per the set out plan as per estimations and standards which maximize enough money for the project`s need.*
* *Setting out the annual project`s plans (Estimated Budget) in coordination with all executive departments, and submitting it to senior administration*
* *Defining powers of automatic system users in processes of inputs & deportations of financial data, defining the power and responsibility of each user (especially power of amend data after data enter ,must have only one user`s hand to be full responsible .*
* *Controlling purchases and monitoring process of purchases ensuring no tampering, removing wastes, and coordinating between local and foreign procurements*
* ***Senior Accountant :-***

*6-Bee Group (Petroleum Co.)from 01//11/2001 till 20/02/2005- Sudan. my job tasks were as follows:-*

* *Recording the financial process as per documents manually and automatically including all processes according to sequence of occurrence and sorts.*
* *Classifying financial process in independent accounts which clarify:-
a- Debits & creditors for clients of company.
b- company expenses & revenue.*

 *c- company assets and obligations.*

* *Issuing results of institution business of fiscal period which set profits and losses.*
* *Providing the company administration with a necessary information whether they are accounting reports or fiscal statements regularly or irregularly in the form of explanatory notes or statistics for supervising the company activities and directing .*
* *Following up banks and bank clearances, accounting suppliers and representatives, fowling up salaries and advances money, controlling and monitoring of cash, issuing cheques and keep records.*
* ***Accountant :-***

***7- AlNeelain bank , Feb. 1995 - to Nov. 2001- sudan In the following Departments :***

* *Documentary credit (Import & Export and External Transfer).*
* *Investment & corpored finance.*
* *Current Accounts .*
* *General Accounts.*

***skills:***

* *Ability to work under stress& Ability to learn new skills.*
* *Ability to communicate with others.*
* *Good in English & Arabic mother tongue.*
* *Excellent communication and computer skills(microsoft word, excell, and the programes of financial and admnistrative systems*

*Others:-*

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