Elmoiz

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**PROFESSIONAL EXPERIENCE**

Aug. 2006 – Current

**Financial secretary (Volunteer)**

Shambat Cultural-Socio Foundation, Neema Foundation (NF)-(NGO)

Western Shambat – Khartoum Bahri – Khartoum, Sudan

Finance Officer:-

* Prepare accurate and timely cash & bank records.
* Prepare cheques & process payments vouchers, cash receipts & journal vouchers through GL & in accordance with the operation book.
* Process payment vouchers, cash receipts & journal vouchers through GL.
* Prepare data analyst relating to finance & project matters.
* Manage payments, creditors, debtors & prepayments.
* Monitors compliance with finance & procurement regulations this includes monitoring compliance with expanse authorizing limits & good procurement practice & sending practice
* Assist in process of monthly cash forecast & weekly refresh.
* Assist in budget preparation & monitoring.
* Assist CEO in preparation of report to donors.
* Maintain accurate and a good filing system records of all financial transactions.
* Work in co-operation with Adm. /Logistic officer & logistic assistant.
* Type and translate documents upon request.

Accountant:-

* Prepare payroll for staff, income, tax, advances, loans & social insurance.
* Register transactions in General Book, Posting to Ledger, Trial Balance & Bank reconciliation.
* Analyze, control and accurately maintain relevant General Ledger Accounts and initiate corrective action as necessary.
* Ensure that petty cash is properly maintained & replenished on time.
* Process monthly cash forecast & weekly refresh.
* Budget preparation & monitoring.
* Preparation implementation and monitoring of budget, prepare funds consumption and other budget related reports, including donor reports.
* Monitor local bank accounts and keep track of balance to ensure that there are sufficient funds, prepare requests for replenishment of the impress account(s) whenever necessary.
* Support effective financial monitoring & reporting.
* Keep a good filing records and control advances and loans.
* Assist in setup and implementation of proper accounting procedures, systems and internal controls.
* Perform other related duties as required.

Mar. 2016 – Current

**Account Payable**

Libya Oil Sudan

Abu Alella Building –Parliament Avenue – Khartoum, Sudan

* Ensure that the Accounts Payable (AP) procedures are followed efficiently and effectively.
* Ensuring adherence to the company's system of controls and authorities.
* Responsible of monthly VAT payments & clearance are processes before day 15 of next month.
* Financial Controls – Enforce financial control processes within account payable area. Apply company policy and procedures to support day-today operation. Liaise with AP focal point throughout the business to ensure they are fully aware of the supporting documentation requirements and authority levels for processing of payment.
* Budgeting – Ensure that invoices for Capex item have been appropriately sanctioned by requisite authority. & all Opex expenses are properly authorized.
* Procedures – Assist in the monitoring and maintenance of procedures and processes within the management framework to ensure that individual transactions are appropriately controlled, allocated and authorized.
* Financial posting – Ensure the maintenance of sound financial records. Ensure financial posting are made in accordance with the corporate accounts structure, and with relevant International Financial Reporting Standard & generally accepted accounting standard - ie. that accruals, prepayments, invoices for payment, and other financial entries are properly coded, checked, authorized, entered, reconciled and posted.
* Funds Availability – Provide regular information to treasurer in relation to fund required for local payments.
* Reporting – Develop and produce periodic reports on accounts payable performance, overdue statistics, pending issues etc.
* Accounts payable: Ensure all payments are properly supported, booked, checked and authorized according to the relevant manual of authorities. Ensure that AP ledgers are reconciled and balanced on a regular basis.
* Taxation – Ensure accounting for and settle of VAT, BPT, and other taxes, duties royalties, due to the company arising from payment to third parties & ensure compliance with statutory requirements.
* Filing – Ensure all accounts payable are filed secure and are accessible when required.

Mar. 2011 – Mar.2016

**First Accountant (Payroll accountant)**

Baraha Medical City Hospital

Extension Shambat –Khartoum Bahry – Khartoum, Sudan

* Co-ordinate, direct and control payroll preparation, processing and distribution
* Accurately issue pay to employees by calculating earnings and deductions in accordance with established practices and guidelines.
* Perform calculations for over 400 employees via Excel and post payroll deductions, including wage deductions.
* Ensure payroll processed in an accurate, compliant and timely manner.
* Develop and administer benefit plans, including enrollments, cancellations, life change events, etc.
* Oversee compliance with statutory reporting and filing requirements; process payroll in established guidelines
* Make monthly analyses comparing increase and decrease in salaries payment and comparing employees movement hiring and dismissing.
* Prepare relevant weekly, monthly, quarterly and year-end payroll reports
* Monitor the accurate processing of staff hiring, transfers, promotions and terminations
* Prepare and review payroll account reconciliations; maintain accurate account balances
* Manage and resolve issues relating to payroll production; investigate and correct payroll discrepancies and errors
* Keep employee records and computer records updated with current employee information, i.e. rates, benefit status, address or telephone numbers, etc.
* Ability to understand and answer questions regarding payroll policies and print salary details for employees.

Jul.09 - Mar. 2011

**Accountant & Administrator clerk**

 Eldhabi Dev. Co. Ltd-Sudan

 Presidential compound villas

Bori –Khartoum – Khartoum, Sudan

* Maintain and prepare all financial records.
* Create ledger for accounts payable and receivable, depreciation and asset management.
* Keep a good filing system both software and box file.
* Analyze business operations, costs, revenues, financial commitments, and obligations to project.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text data.
* Make control and reports for cleaning and planting working companies.
* Send and receive e-mails between component-Khartoum- and Headquarters-Abo Dhabi.

Sep. 04-Jul. 06

**Accountant/Cashier (Replace)/Computer Operator**

Ariab Mining Co.

Hassai Site-Eastern Sudan, Sudan

Accountant:-

* Register transactions in General Book, posting to Ledger, trial Balance-Bank reconciliation.
* Compute salaries and all deductions such as advances, loans, tax…etc, for more than 1150 employees.
* Compute daily workers’ wages.
* Compute any other payments.

Cashier:-

* Pay all payments including salaries for all employees.
* Check the safe balance with the accountant.
* Prepare filling for all payments.

Computer Operator:-

* Create codes for spare parts and register them in system with location & quantity to store them.
* Check out spare parts when needed.
* Daily reports about the store stock including gasoil for all vehicles.

Apr.97-May 99

**Accountant**

Sudanese Iron & Steel Indus. Co.

Industry area-Khartoum Bahri-Khartoum, Sudan

* Register transactions in General Book, posting to Ledger, trial Balance-Bank reconciliation.
* Compute salaries and all deductions (Advances-loans-tax...etc).
* Check purchasing bills.
* Prepare monthly VAT payment.
* Compute daily workers’ wages.
* Work with the auditors in yearly auditing work.

**EDUCATION**

June 2016:

**Elzaiem Elazhari University, Sudan**

Bsc, Accounting

Dec. 2010 (Under study – First Level) - (Study on transit)

**Accountant & Audit Profession (Org.) Council AAPC**

August 1996:

**Sudan University, Sudan**

Diploma, Accounting

October 1999:

**Elmoheet Institute, Khartoum Bahri-Khartoum, Sudan**

Diploma, Computer Software Program’s

October 1995:

**SELTI Institute (Sudan National Center for Languages)**

Certificate, English Course

November 1997:

**SELTI Institute (Sudan National Center for Language)**

Certificate, English Course

June 2005:

**Hassai site – Ariab Mining co.**

Certificate, Course in safety, causes and effects of accidents, accident investigation

**SKILLS**

**Skill** **Level** **Years Practiced**

MS Word Expert More than 15 yrs

MS Excel Expert More than 15 yrs

MS Access Very Good More than 5 yrs

MS Power Point Very Good More than 5 yrs

MS Outlook Very Good More than 1 yr

MS Internet Explorer Expert More than 10 yrs

ERP system - (Sage 300 Account) More than 12 Mnth

**OTHER SKILLS**

* Typewriting Arabic & English keyboard (35-45) words per min.
* I have good idea about LAN, solving computers problems such as formatting, setup etc…
* Very good in MS software’s especially in spreadsheet such as formatting, formulas, charts…etc.
* Ability to work in teamwork, travel and work at sites and rural areas.
* Good and quick learner.
* Hard worker and have the ability to work under pressure.

**LANGUAGE**

**Language** **Reading Writing Listening Speaking**

Arabic (Mother tongue) Expert Expert Expert Expert

English Excellent Excellent Excellent Excellent

French Fair Fair Fair Fair