

**Curriculum Vitae**

**Sarah**

[**Sarah.374420@2freemail.com**](mailto:Sarah.374420@2freemail.com)

October- 2017

**Personal Information:**

Date of Birth: February 25th, 1992

Nationality: American

Marital Status: Single

**Work Experience:**

**1- *Oct 2016* *–* *Till date: Ck fast foods suppliers ltd. , Hull, United Kingdom* *as accountant.***

* Record of daily accounting transactions.
* Monthly payroll. (wages and salaries)
* Monthly tax return report.

**2- Oct 2016 – Till date: English teacher for non speaking children, ages 7 and above.**

**3- June 2016 – October: Nova technology services CO. LTD Khartoum, Sudan as finance and accounting in charge.**

* Record of daily accounting transactions.
* Disbursement and clearance of petty cash.
* Handling customer accounts.
* Handling vendor accounts.
* Monthly payroll. (wages and salaries)
* Monthly tax return report.
* Bank reconciliation.

**4- May 2015 – June: 2016: Osak heavy equipment Co. LTD. , Khartoum, Sudan as accountant and business coordinator.**

**Accountant:**

* Handling all accounts of constructions projects.
* Handling rental accounts.
* Preparing vendor account statements.
* Accounts payable.
* Accounts receivables.
* Bank reconciliation.
* Preparing daily and monthly reports.
* Preparing payroll.
* Monthly tax return.

**Business coordinator:**

* + Setting Company work flow and structure.
  + Arranging department process and responsibilities
  + Assuring policies and regulations are implemented as per short and long term plans.

**Internship:**

**1- December 2014- January 2015 internship in Business Support at HAM**

**Electro-Mechanics a Fuel Service co. Khartoum, Sudan.**

* Maintains administrative workflow by studying methods; developing reporting procedures.
* Creates and revises systems and procedures by analyzing operating practices; evaluating personnel; implementing changes.

* Maintains rapport with managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
* Guides employee actions by researching, developing, writing, and

updating administrative policies, procedures, methods, and guidelines; communicating developments to management.

* Accomplishes department and organization mission by completing related results as needed.

**2- November 2011 One Month Internship Accounting Assistant at CCC Construction co. Khartoum, Sudan.**

* Data entry.
* Book keeping.
* Preparing financial statements.

**Education:**

* **2012-2015 Bachelors of Accounting and finance** at Ahfad University

for women. Accumulated average 81.3% Grade distinctions, Khartoum, Sudan.

* **2008-2011 Accounting and finance** six semesters at University ofmedical science and technology (UMST), Khartoum, Sudan.
* **2005-2008 High School,** Khartoum International Preparatory School(K.I.P.S), Khartoum, Sudan.

**2017- TEFL certified .**

**Skills and Qualifications:**

* Languages:

**Arabic** mother tongue

**English** fluent

* **TEFL Certified.**
* **Tally ERP9**
* **Quick books – intuit** accounting system.
* **Computer:** Microsoft office, word- Excel- power point.
* Drivers’ license.
* Very good communication skills and I work well within teams and individually, I’m also cooperative, initiative and learn quickly.

**References:**

• Available Upon request.