*C. V.*

*Name* **:** osman.

e-mail **:** **osman.388063@2freemail.com**

**OBJECTIVE**



I introduce myself as a job seeker for work in a good company growth up with good environment for employer to do my best.

Hope I found place in your company and grip a job. Am in Uae in visit visa expired in 21-02-2019.

**PERSONAL DATA**



Date of Birth : **january,1973.**

Blace of Birth:**Kosti** **–** **SUDAN.**

Marital Status: **Married**

**EDUCATION**



**Bachelor In Economics – Major : Business Administration.**

Faculty of Economics - University of Gezira – Sudan - 1998 - 1999.

**Diploma in Computer Sciense (3 months)** Al-Mustashar Institute for Computer Science – Kosti – Sudan.

**EXPERIENCE**



**jan. 2014 - 2018 :** sales accountant–petrol najd crush company.Riyadh . Saudi Arabia.

**Feb. 2009 - May 2012 : Elbarabary Engineering Company (HYUNDAI AGENCY IN SUDAN)-Khartoum - Sudan**



**administrative employee.**

* Check and record Daily Sales Reports and prepare monthly comparison report.
* Review all invoices before sending to distribution section.
* Prepare monthly aging report including average collection period percentage.
* Prepare and submit monthly customers' accounts reports to the management.
* Prepare and submit daily sales & collection report.
* Review the credit limit applications.
* Give permission to pass the invoices that exceeding the credit limit through the accounting system after getting the approval from authorized person.
* Responsible for the Negotiation with company customer regarding their accounts.
* Input and post all journals and payment vouchers into accounting computer system.
* Prepare Salesmen commissions.

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* Control Customers balances confirmations.
* Translate all reports-including the financial statements into Arabic.

**Jan 2006 - Jan 2009 : Elbarabary Engineering Company(HYUNDAI AGENCY IN SUDAN) - Khartoum – Sudan.**



**Stock Controller.**

* Check and record Purchases Invoices, Purchases Order & Goods Receiving Report.
* Check shortages, claim for balance & shortages and reconcile suppliers’ accounts.
* Enter received quantities in the system.
* Check issued quantities by stores accountants to the sales dept. & maintenance dept. through the system.
* Verify actual quantities with system balances in each inventory taking & prepare Variace report.
* Assure that the system calculate the inventory accounting method properly.
* Prepare & control slow movement items report.
* Contribute in preparation of obsolete items provision.
* Prepare and submit monthly supplier's accounts reports to the management.

**Nov. 2003 – Dec. 2005 : Elbarabary Engineering Company (HYUNDAI AGENCY IN SUDAN) – Khartoum–Sudan.**



**administrative employeentant**

* Preparation of the monthly trial balance.
* Preparation of the monthly financial statements..
* Preparation for payroll distribution and other employee benefits.
* Check and record Daily Sales Reports and prepare comparison report by showrooms & departments in monthly base.
* Check and record Purchases Invoices, Purchases Order & Goods Receiving Report.
* Check shortages, claim for balance & shortages and reconcile suppliers’ accounts.
* Prepare and submit monthly customers & suppliers accounts reports to the management.
* Responsible for the Negotiation with company supplier regarding the raw material and their accounts.
* In charge of all fixed assets transactions.
* Prepare entries for depreciation, amortization, additions, disposals and accrual for accounts.
* Prepare petty cash replenishment and related journal vouchers.

Preparation of all transactions related to GOSI (General Organization of Social Insurance).

* Input and post all journals and payment vouchers into accounting computer system.

**Nov. 2002 – Oct. 2003 : Elfath Elrabany Agency - Khartoum – Sudan.**



**General Accountant**

* Preparation of the monthly trial balance.
* Preparation of the monthly financial statements..
* Preparation for payroll distribution and other employee benefits.
* Check and record Daily Sales Reports and prepare comparison report by showrooms & departments in monthly base.
* Check and record Purchases Invoices, Purchases Order & Goods Receiving Report.
* check shortages, claim for balance & shortages and reconcile suppliers’ accounts.
* Prepare and submit monthly customers & suppliers accounts reports to the management.
* Responsible for the Negotiation with company supplier regarding the raw material and their accounts.
* In charge of all fixed assets transactions.
* Prepare entries for depreciation, amortization, additions, disposals and accrual for accounts.
* Prepare petty cash replenishment and related journal vouchers.
* Preparation of all transactions related to GOSI (General Organization of Social Insurance).
* Input and post all journals and payment vouchers into accounting computer system.

**April 2000 – Oct. 2002 : Arabian Computer Company.**



**administrative employee.**

* Responsible to cover the area geographically and commodity wise. Merchandising and collection.
* Responsible to carry out the company-marketing plan.
* Responsible to carry out the company plan for customer survey for the improvement of the products.

**SUMMER JOB**



**1996 :** Pepsi cola Madani FoodInd. - Sudan.



**Casher.**

* Collect cash from sales men and cash customers.
* Prepare comparison report on monthly base.

**1997 :**Kenana Sugar Company - Sudan.



**Accountant.**

* Check and record Daily Sales Reports and prepare comparison.
* Prepare comparison report by showrooms & departments in monthly base.

**1998:**Tadamon Bank–Sudan.



**Casher.**

* Cashier for customer accountant.

**TRAINING COURSES**

**2008 April :MOBIS** Management Services - Sudan**.**



**Profitability Training Course.**

**2010 May :MOBIS** Management Services - Sudan**.**



**Marketing Training Course.**

**TECHNICAL SKILLS**



* Computer Knowledge and application (Ms-Word, and Ms-Excel).
	+ Fluent in English and Arabic Languages.
* Hard worker.
* Professionally committed.
* Team Performer with strong interpersonal.
* Communications Skills
* Highly developed presentation skills.
* Proficient in organization.
* Ability to take initiative.
* Ability to work under pressures
* Leadership Skills.
* Adaptable hard working conditions

**OTHERS**



* Transferable Iqamma.
* Driving license (suadi aribia+ sudan