



# AHMED HAROUN HAMID HAROUN

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Khartoum, Sudan

## Profile

A focused on Operations with experience in accounting, managements and logistics; Organized, process drove Exhibits ability to develop efficient logistics procedures, with the ability to work under pressure, whilst meeting strict deadlines. Demonstrate exceptional team building capability to maximize financial performance and employee satisfaction. Proven to be an integral part of an organization and played a crucial role in the development of further business.

## Experience

### **Operation Manager, ABC EDUCATION NETWORK INC. April 2015 to Present**

Communicate and facilitate daily operation concern, to achieve the best service to international students in their new country. Along with maintaining company bookkeeping records up to date and filing all pessary governments forms.

- Provide logistic support
- Updates payroll records
- Calculate Payroll and all necessary deductions
- Develop business partners around the globe
- Manage social media accounts
- Arrange pick up and drop off students from and to the airport
- Match students with the right homestay, and ensure their comforts and culture learning
- Solve all risen issues according to different background, culture, & expectation
- Coordinate with school and university staffs to ensure the issuance of Letter of acceptance and receiving payments
- Consul and provide a well information to students to choose the right institute.
- Provide and instruct ESL classes for basic and beginner Students
- Tutor undergraduate students various Business courses such as Accounting & Business Math.

**Accountant & Operation Assistant, H&H GROUP HEALTH MANAGEMENT  
March 2011 – July 2017**

Coordinate with external auditors to assure that financial statement and corporate tax returns are in consideration to necessary administrative and legal formalities to resolve issues at a primary stage. In addition, maintain Quality and high standard services and operation in all locations.

- Drive a continual accounting cycle improvement program with effective management of opening, posting/closing off accounts and preparation of accounting reports.
- Recommend budget control plans and financial policies to finance managers in accordance to the study of income and expenditure trends.
- Track emerging trends in operations management; identify and eliminate accounting and tax issues related to the amortization of leasehold improvements.
- Determine, maintain and implement effective operational strategies, in compliance with organizational and government regulations, by conducting needs assessments, performance reviews and cost/benefit analyses.
- Maximize the output of various support services through coordination and communication with the Finance, Facilities, IT and HR departments. Establish and implement departmental policies, goals, objectives, and procedures within budgetary constraints.
- Oversaw assessments of organization's financial performance, and formulate suggestions to make optimum use of the resources.
- Improve the operational systems, processes and policies in support of organizations mission. Facilitate better management reporting, information flow/management, business process and organizational planning to enable seamless expansion of the company.
- File HST/GST returns and all T forms to Canada Revenue Agency.

## Education

- University of the Fraser Valley, British Columbia, Canada, 2010  
Bachelor degree, Business Administration,  
Concentration On: Accounting  
Operation Manager
- University of the Fraser Valley, Canada, 2010  
Essential Communication Certificate  
Professional Communications Essentials Skills
- Canadian Institute of Management, Canada, 2015  
Designation in CIM

## Areas of Expertise

Operational Plan	Good Communicator	Problem Solving
Attention to Details	Process Improvement	Customer Service
Organizational Skills	Supervisory Skills	Self starter
Strategic Planning/ Analysis	Budget management	Accountancy

## References

Available upon Requests