**Awadallah Ammar. CIMA Cert BA.**

**Accountant &Financial Executive**

 [**awadallaammar@hotmail.com**](mailto:awadallaammar@hotmail.com)   
**+249123118895 +249123118866 +2499913015666 Khartoum, Sudan**

**Personal Statement**

I have over 15 years of experience as an accountant and financial executive, during which I have worked on all aspects of accounting and financial management. In operation and management levels. depth knowledge of ERP Software and computer Applications, Sage, oracle, Microsoft Office, SAP(FICO-MM-SD Modules, Sun System

**Education**

**Certificate in Business Accounting (CIMA Cert BA.)**

* Chartered institute of Management Accountant (CIMA, UK)
* **BSc** **Accounting and Audit**
* Sudan University of Science and technology  
  **1-The Conduct of Humanitarian Relief Operations  
   2-Operational Logistical Support**
* United Nations Institute for Training and Research  
  Certificate of Completion

**Employment**

**Finance and administrative supervisor**

* ALsafi Dairy Company |Alfiasaliah Group.   
   September2014 January -2020
* Duties and Responsibilities
* Provide assistance to the various requirements of the overall agriculture business in Sudan & report all activities.
* Accounts payable process and control such as ,Credit control, invoices verification, support supply chain staff to post goods received properly, prepare and control vendor down payment , clear vendor GL and report end month outstanding Balances
* Accounts receivable process, customer credit control , process sales and invoicing , release sales to customer accounts ,post payment and advances , clear customer GL , report end month customers’ accounts
* Treasury control: Authorized person to process bank transactions overall, and petty cash custodian. Control and process corporate services expanses within Sudan branch
* Prepare bi-weekly cash forecast .and prepare the schedule for the suppliers’ payments.
* . Performing physical verification of assets and other inventories on quarterly basis and tag all the assets procured.
* Control Inventories and assets with turnover $7,000,000.
* Participate in physical count of inventories and assets. And reported to External and internal auditors
* Process WBS and Assets master data ,create assets purchase requisition and assets retirement application for approval .
* Provide the auditors with all audit requirements, such fixed assets movement schedule, details of addition/ deletions, copies of physical count sheets, proper approval for retired assets, balance confirmation of vendors, customers, banks , petty cash and insurance contract and any other audit requirements
* Participate in setting budget by prepare cost lines draft
* Prepare payroll for all Sudan plant, and Facilitate the disbursement of HR related payments.
* Process and control account related to staff salaries and benefits such as social insurance, medical insurance and income tax.
* Process Assets and inventories insurance for Sudan branch. Renewal it in time.
* **Internal Auditor**
* Kanon Hotels | Sudan  
  May 2013 – February 2014
* Duties and Responsibilities
* Working with directors and management to ensure the financial , accounting procedures in place
* Review the company business processes and procedures day to day .
* Conduct financial audit this core covered procurement audit such as vendors offers and contracts , marketing and sale audit such as sale process, discount offer to customers, treasury audit mainly physical count of cash,
* Monitoring / review day to day operation activities revenues and expenses
* Human resources Audit, this includes payroll section and employee performance.
* Evaluate the efficacy of risk management procedures that are currently in place
* Physical inventories and assets count and verify with ledger balance.
* Signed balance confirmation letters to vendors and customers.
* Support external auditors with documents supported financial statements
* **Financial Controller**
* Dream International Co | Sudan  
  February 2012 – February 2013
* Duties and Responsibilities
* Manage and control Financial operations and accounting procedures
* Participate in preparing budget , Maintaining and reviewing control accounts and trial balance
* Comparing the results of cash, security and inventory counts with accounting records
* Monitor budget ,and exercised operation activities day to day and report budget cost lines .favorable and adverse variances.
* Execute month-end and year-end closing activities as per policies and procedures
* Act with other to develops financial plans and reports for company directors
* Control expenditure and facilitate operations of the company to achieve desired financial performance.
* Report directors and Managers , as well as external auditors the accurate and up to date the company’s financial position. This includes daily, Monthly, quarter annul and annual
* **Admin. Manager**
* Kanon hotel | Sudan  
  April 2009 – October 2009
* Duties and Responsibilities
* Head of administration and corporates section in the company
* Manage and support, human resources department, supply chain , corporate service section .
* Setup and manage roles and regulations
* Manage company staff to insure all tasks done within timeline and accurate.
* , Evaluate employee performance, and conduct staff training with business partner to ensure that training is obtained
* **Human Resources& Public relation executive**
* Kanon Hotels | Sudan  
  November 2007 – March 2009
* Duties and Responsibilities
* Maintain and update personnel records and prepare correspondences and letter ,such as employment contracts, technician sub contracts
* .processing and follow up tasks and issues related immigration bureau. maintain and update files related to foreign staff, such as visas ,residence and job permissions
* Overseeing departure and arrival procedures for company staff and visitors , prepare and summit correspondences and visas application forms .contribute in selecting logistic ,airline agencies .
* Overseeing and follow up company issues related to public utilities and government bureaus.
* **Accountant**
* MK Constructions and Contracting Co | Sudan  
  January 2003 – November 2007
* Duties and Responsibilities
* Maintain accounts records, such as accounts payable and receivables, banks records and reconcile statement.
* Settled liabilities and claims with tax authority.
* Control inventories and Assets tracking.
* prepare payroll and cost related to salaries such as social insurance and income tax
* petty cash custodian
* job sheet for sub-contractor
* prepare statement of income and financial position

**Software Technical Skills**

* Outlook , Word , Excel and SQL
* Sun System
* SAP ERP (Implementation : - FICO – MM – SD )
* Sage
* Sage payroll
* Quick book

**Technical Skills and core competence**

* -Financial Reporting - Variance Analysis
* Internal Audit and Internal Control
* Fixed assets Management ( SAP and Sage )
* Budget Monitoring

Opex And Capex processing and control

* Financial Accounting and Cost Accounting
* Preparation of Accounting and Control of accounting system
* Accounting system and Conceptual Regulatory Framework

Cost behavior and break –even Analysis Standard Costing

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| --- | --- | --- | --- |
| **Name** | **Company** | **Position** | **Contact Number** |
| JohnMano | Dream International Co | General Manager | +249912300531 |
| Abdallah Ahmed | ALsafi dairy | Supply chain Assist | +249912825500 |
| Mujtaba Saeed | DAL Company | Accountant | +24912146079 |
| Saad Eshaq Osman | Saad And Companies | Certified Auditor | +249912393285 |

**Other**

Date of Birth: 18/12/1969

Place of birth: Sudan

Valid Driving license