

AYMAN KHALIFATAHA KHALIFA

Khartoum-Sudan +249129002773 ayman.khalifa.taha@gmail.com

➤ Career Objective

Motivated individual ACCA –Student Accountant seeking to obtain an opportunity with International company which will benefit from 5+ years of experience and comprehensive knowledge of relevant computer systems and software That will allow utilization of developed analytical and problem-solving skills

➤ Professional Experience

❖ 1/2/2018 Up To Date Employed as Accountant at Soba Real Estate Development Company (One of DAL Group Business Units).

✓ Main Duties and Responsibilities:-

- Preparing and recording revenue and expenses entries by compiling account information.
- Verifying, allocating, posting and reconciling assets, accounts payable and accounts receivable. And resolving discrepancies.
- Bank, cash management.
- Inventory management.
- Participate at the end of month closing process to ensure all company deadlines are met and information is presented correctly.
- Perform bank reconciliations, account reconciliations between the general ledgers and subsidiary ledgers.
- Prepare monthly closing entries.
- Cross-check data between the physical documents and the system.
- Became fluent in recording accounting entries into Sage system.
- Monitoring of Intercompany accounts and balances (Intercompany Balance Confirmation process)
- Overseeing the receipts and disbursements processes from beginning to end, from invoicing membership dues to paying all operational bills.
- Issuing Invoices for customers and checking invoices for inaccuracies.
- Handling general account queries.
- Verification of data and Maintenance of Outstanding reports for account payables and accounts receivables.
- Handle customer queries/feed back as well as resolving their problems.
- Provide support for accountants and external departments in general accounting and related functional areas.

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- Maintain the company's data records.
- Coordinating and cooperating with accounting staff and other departments to ensure the company's goals.
- Perform any other tasks required by the Manager.

❖ 15/4/2013-28/2/2018 Employed as Accountant at Royal Care International hospital.

✓ Main Duties and Responsibilities:-

- Bookkeeping.
- Receiving cash/checks from patients and issue receipt vouchers.
- Collection of cash from sub-cashiers (outpatient Department).
- Posting of all Transactions using ERP system.
- Paying cash to suppliers and issue payment vouchers.
- Petty cash management.
- Handle Patients queries/feed back as well as resolving their problems.
- Perform any other tasks required by the finance Manager
- Coordinating and cooperating with accounting staff and other departments to ensure the company's goals.
- 1/5/2010-30/12/2010 employed as salesman at G-WATER for Drinking Water Company.
- All salesman Duties and responsibilities.

➤ Education & Training

- ❖ 1/ University of Khartoum (2011 to 2015)
 - Bachelor Degree in accounting and financial management
 - Grade: Very Good (Second Upper).
- ❖ 2/ Sudan University of Science & Technology: - (2006 to 2009)
 - Diploma (three years) in management information systems (MIS)
 - Degree: first grade.
 - Trainee As External Auditor At ABC Audit And Business Consultancy Company (MAHASI & CO)

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➤ Personal Attributes & Skills

- Good interpersonal skills work well with others, motivated and encouraged.
- Good team-worker, adaptable and flexible.
- Energetic and physically very fit, quick to respond to opportunities and problems
- High integrity, diligent, conscientious, reliable and dependable.
- Self-assured, always seeking to learn and grow.
- Protect organization's value by keeping information confidential.
- IT: MS Word, MS Excel, ERP sage line 500 and other ERPs
- Languages: Fluent in English and Arabic.

➤ Personal Information

- Date of Birth: 1985-Jeddah-Saudi Arabia
- Nationality: Sudanese
- Marital status: Single
- References

❖ Ahmed Mohamed Yousif

- DAL Property Development Company.
- Finance Manager.
- Mobile: 00249912130072

❖ ABEER ALTAYEB MANSOUR

- ABC Audit & Business consultancy company
- Administrative & Organizations Audit Manager
- Mobile: 00249912420645.

❖ FAWZI IBRAHIM

- Royal care International hospital.
- Former Finance Manager.
- Mobile: 00249123642093