



MAJED FAISAL HASSAN ABDELRAZIG

OBJECTIVE

My goal is to rise in life and provide the maximum of my capabilities to achieve my goals and the goals of the institution and its development and the development of my professional ability to the best

EXPERIENCE

AL-Roomi Medical Center

1/3/2014 - 22/5/2015

Accountant

Improved accounting systems by implementing proactive corrective actions.

Managed month-end closing activities, including reconciling accounts, reporting on revenue, and reviewing expenses.

Kept systems accurate with regular reviews of transactions, including assigned codes and posting documentation.

Supported external audit processes by preparing complete books for in-depth review.

Offered advice on important financial points such as available cash, potential risks, and current assets.

Identified errors and discrepancies with careful reviews, resolving problems with diligent attention to established controls.

Brought expenses in line with budget targets through improved tracking and trend monitoring.

Kept organization current with responsibilities by preparing accurate and compliant tax returns.

Best Option

1/1/2013 - 15/5/2015

Information systems technician

Worked closely with clients and end-users to define needs and break down problems.

Maintained system performance and security with regular updates.

Updated office files daily and kept records organized.

Maintained full compliance with legal, health, and safety regulations.

Worked effectively with diverse team to accomplish daily objectives and meet long-term goals.

Helped team handle high-volume work by prioritizing tasks and organizing supplies.

Developed solid relationships with staff, customers, and vendors.

CONTACT

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Sudan, khartoum, Omdurman

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SKILLS

Project Portfolio Management

Recruiting

External Audit

Account Reconciliation

Record keeping

Computer Hardware

LANGUAGE

Arabic

English

REFERENCE

Husham Mobark Hassan - "Bank Of Khartoum"

Branch Manager
+249904142437

Mohamed Abdelgadir Ahmed - "AL-Roomi Medical Center"

Supervisor
+249911748806

PERSONAL DETAILS

Date of Birth : 20/9/1992

Marital Status : Maaried

Nationality : Sudanese

Bank Of Khartoum

2/9/2015 - Now

Branch universal teller

Helped team meet targets by keeping stock levels optimized and coordinating necessary resources to support employees' needs. Oversaw work of 8+ employees each day, monitoring activities and assigning tasks to cover demands.

Verified employee performance, checking each job and retraining or disciplining to correct problems.

Handled all administrative needs, including setting schedules, administering payroll, and coordinating equipment maintenance. Maximized employee performance with effective training and close mentoring.

Oversaw employee training and all staff management tasks.

Kept all paperwork current and compliant with internal standards and legal requirements.

Managed daily workloads by organizing effective schedules and delegating tasks.

Brought in well-qualified employees to fill important vacancies, targeting recruitment strategies to reach key candidates.



EDUCATION

Sudan Academy For Banking and Financial Sciences

2013

Bechelor in Banking and Financial Studies

Good



TRAINING COURSES

The Certified Isalmic Banker Certificate

I fulfilled all the requirements of the certified Isalmic banker certificate

4/12/2016

FOCUS SOLUTIONS

Anti-moneyLaundering/combating the Financing of Terrorism (AML/CFT) training program

April 2017

Al Badaael For Advanced Training

Excellence in customer service

May2018

ENSAN CENTER

Customer Experience Management (CEM)

Jan 2020