**Date: 12.08.2020**

**To: The Advertising Company**

**Khartoum- Sudan**

***Attn: HR Manager***

**After complements,**

# Sub: Application for filling a post of Finance Manager.

**.**

**Dear Sir,**

Regarding the above mentioned vacancy at your esteemed organization; I would like to apply for the same, wishing that my qualifications stated in the CV -enclosed herewith- would meet your requirement criteria.

I have been working in the fields of Finance management specially the Retail business and the Industrial organizations, in which I have gained most of the job techniques. Moreover, I got the **accounting Fellowship of Professional Accountants** besides having the credit of **Certified Financial Consultant** and have completed **MBA.**  I really feel confident to apply for filling this post.

Hopeful of acquiring the honor of working at your esteemed Organization, Resolving, if I have been selected, to put my knowledge and modest experience at your disposal, and to serve your organization in every loyal and sincere way.

Thanking you.

**Best Regards**

**Asim**

**00 249 123352051**

**00249 929443662**

Curriculum Vitae

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| Personal Data | **Name**: Asim Sirelkatim Ahmed  **Date of Birth**: 8th May 1969  **Nationality**: Sudanese.  **Marital Status**: Married with 2 kids. |
| Educational Qualifications | * Bachelor of Commerce. Mar 1993 - University of Poona – India * **ACPA** :( FELLOW CHARTERED ACCOUNTANT). * **CFC:** (CERTIFIED FINANCIAL CONSULTANT). * **MBA** (Passed & waiting for Certificate) * Diploma of Insurance -Byte Institute / India * Diploma of Computer |
| Languages | ***Arabic***: As a mother tongue.  ***English***: Educational and working medium, excellent speaking, reading & writing skills. |
| Others | - Handling administrative work efficiently.  - Performing all translation and interpretation work, also drafting internal & external correspondences in both the companies I worked.  - Can adapt to work in multicultural working atmospheres  - Well versed in computer programs operating such as MS Office, Internet explorer, AX Dynamics ERP & simple accounting packages.  - Holding Sudanese driving licenses. |
| Experience | 1. **Albajrawia Factory for Oil & Gas Equipment’s - SUDAN**   **Finance Manager**  Apr 2015 Up to date.  **Duties:** Controlling the Chart of Accounts of the company, (P&L and /or Balance Sheet), Business Units, (BU)  cost centers.   * Monthly Accounts closing and assuring all transactions are recorded in every module. * Budgeting and budget control, variance analysis. * Reviewing the Trail Balance and assuring all transactions are recorded in accordance with IFRS. Also checking all the regular and abnormal movements and making the required corrections for the wrongly posted transactions. * Fixed assets maintenance, register & movements, and comparing the same with the monthly depreciation charged. * Supervising the monthly closing entries for Accruals, prepayments, and uploading transactions extracted from off ERP system like site inventory, salaries and other adjustments entries. * Stock control actions and methods. * Preparing the Financial Statements (P&L a/c, Balance sheet and cash flow statements) in monthly basis. * Preparation of Quarterly Performance Report for the Board of Directors and submitting the un-audited Financial Statements for discussion. * Analyzing monthly Project Reported for the Project Planners which shows the project status, assets & movements, liabilities and the operational expenses for each business unit per cost center. * Knowledge of IFRS which I have studied in ACPA. * Bank LC’s, TT; s, local borrowings like Murabahas, Musharakaha & Mogawalah and recording of all transactions related to this concern. * Liaising with external auditors in interim & final audit procedure. Audit Diploma (ACPA) * Risk management and analyzing risk and risk appetite of the company. * HR of the company including filing, attendance, vacation, recruitment and Payroll. * Dealing with government bodies and ministries in respect of tenders. * Risk Management. (ACPA).  1. **Belqees Pharmacy Group –Muscat/ Sultanate of Oman**  * The company is Omani trading company comprises of 11 pharmacies distributed all over Muscat. It deals in pharmaceutical products in addition to cosmetics and accessories. The stock was wholly purchased from local market in addition to some foreign agency which was imported from abroad. The turnover of the pharmacy was $ 936,000 per year, there was a whole sale and a whole purchase for the pharmacy through its warehouse.   **Title**: **General Accountant**.  **Period**: From 1st Jan, 1996 to 31st Apr 2002.   1. **Ministry of Education – Muscat – Sultanate of Oman**   Title: **Translator** – Muscat Oman - Period: From 1st May 2002 to 1st Sept 2005   1. **AboshamaTrading Establishment L.L.C (Building material)** Sudan 2. **Aboshama Trading** is building material and they are an agent to some of materials imported from China. Most of the stock is purchased locally and they are a wholesaler for these products.   **Period**: From: 1st Nov 2005 to 31st, Jan 2008 - **Post**: Chief Accountant.  III) **United Nation Development Program.**  One of the united nation departments and it is the financing unit for all the other departments of the UN like WFP, Osha, IOM, UNOPS.  **Title**: Finance Officer - **Period**: From 1st Feb 2008 to 1st Feb 2009   1. **LeadTech for Integrated Solution**. Khartoum-Sudan   ***The company is a Sudanese company dealing in sale of Apple Computer products and accessories in addition to carrying of services projects like live streaming which was carried with Islamic Bank for development, electronic Archiving this tender was entered with Ministry of Justice and networking projects with Commission of Refugee and other similar projects. For more details*** *please visit* [***www.lead4tech.com***](http://www.lead4tech.com)  **Period**: From: Feb 2009-Sept.2012  **Post**: Finance& Administration Manager.   1. **Elnefeidi Shopping Centers - Aswagna**   Aswagna is a series of malls for production & Sale of consumer goods. It will be a series of Malls all around the capital area of Khartoum which aim at providing consumer goods at the lowest prices for the consumers and customer.  Period: From Oct.2012 –May 2015  Post –**Finance Manager.** |
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