



## C.V

# Dia Aldin Ahmed juma'a

Sudan / Khartoum / Omdurman Thwart Block (68)/ Married/Contact: +249905957600

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### ❖ Career Objective

- Hard-working professional with four years of experience and a proven knowledge of accounting expertise, accounts payable, and accounts receivable, Payroll Accounts & Bank Reconciliation. Aiming to leverage my skills to successfully fill the Finance Manager role at your company.

### ❖ Education stages

- 18th of July – 2017 (M.Sc.), Master degree in Accounting Received from El-nilein University (Faculty of Graduate). With Grade (Very Good)
- 7th of August-2014 (B.Sc.) Bachelor degree in Administrative Science in Accounting Received from University of Science & Technology with Grade (Excellent).

### ❖ Training

- **Trainee Accountant**, Premier Foods Products co. ltd  
Work with senior accountants to develop knowledge of the accounting industry and to gain practical experience. Involved with tasks such as creating and sending out invoices, managing accounts, and tracking inventory. Form 08/09/2014 to 06/12/2014
- **Trainee Accountant**, Omdurman National Bank  
Training Certificate received from (ONB) Omdurman National Bank. From 30/06/2013 To 19/07/2013.

### ❖ Experience

- Company name: Unifert' for Agricultural Activities Co. Ltd
- Address: Riyadh Block (14)
- Company location: Sudan
- Formal title: **Chief Accountant**
- Start date: 21/04/2019 (Current Occupation)



#### Main Duties & Responsibilities:

- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Document financial and cash by entering account information and controlling income and expenditure.
- Recommend financial action by analyzing accounting options.
- Summarize current financial status by collecting information, preparing balance sheet, profit & loss statement

& other reports.

- Substantiate financial transaction by auditing documents.
  - Maintain accounting controls by preparing & recommending policies & procedures.
  - Guide accounting clerical staff by coordinating activities & answers questions.
  - Reconcile financial discrepancies by collecting & analyzing account information.
  - Secure financial information by completing database backups.
  - Verify, allocate, post & reconcile transaction.
  - Produce error-free accounting reports & present their results.
  - Provide technical support & advice on management.
  - Review & recommend modifications to accounting systems & procedures.
  - Participate in financial standards setting & in forecast process.
  - Prepare financial statements & produce budget according to schedule.
  - Direct internal & external audits to ensure compliance.
  - Support month-end year close process.
  - Develop & document business process & accounting policies to maintain & strengthen controls.
  - Communicate with Finance Manager & GM on work status & client issues that arise.
  - Providing tax planning services with reference to current legislation.
  - Follow up with maintenance of the Stock Accounts.
  - Perform stock taking exercise when required.
  - Undertakes any other finance related tasks as assigned by Finance Manager.
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- Company name: Bait Alghanim Contracting Est.
- Address: Kingdom of Saudi Arabia
- Company location: Khamis Mushait
- Formal title: **General Accountant**
- Start date: 21/08/2017
- End date: 28/03/2019



#### Main Duties & Responsibilities:

- Handling petty cash preparing vouchers & accounts payable.
- Responsible to keep supporting invoices in respect of payment made through petty cash.
- Preparation of Financial Reports & and spreadsheets.

- Administers & processes all petty cash transaction.
- Maintain the petty cash float.
- Received, issue receipt & deposits all cheque collection from external & Internal Client.
- Prepares Vouchers related to various revenues & expenses.
- Preparing payroll.
- Inventory Controller (issue & received), observe of daily inventory transaction,
- Compiles & maintain records of type, quantity, and value of materials, sales, equipment, merchandise Or supplies stocked in establishment.
- Count equipment, merchandise, materials, or supplies in stock and posts totals to inventory records using Computer or manually.
- Compares Inventory to office records or computes figures from records, such as sales orders, Production records, or purchase invoices to obtain current inventory.
- Verify computer data with physical count of stock and adjust errors in computation, then count, Or investigate and report reasons for discrepancies if there any.
- Compile information on receipt equipment, merchandise or disbursement of materials, or supplies and cost.
- Prepare reports on prices lists, inventory balance, and shortages.
- May operate office machine, such as calculators, photocopy machines, and typewriters.
- May stock and issue merchandise or materials.
- Process transaction and maintain inventories of equipment, materials, and stock
- Finally give monthly reports for above.

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- Company name: Premier Food Products Co. Ltd
  - Address:, Khartoum North/ Helat Kuku
  - Company location: Sudan
  - Formal title: **Payable Accountant**
  - Start date: 04/03/2015
  - End date: 30/04/2017



#### Main Duties & Responsibilities:

- Account Payable: Review local suppliers accounts to ensure correct payments on due dates.
- Local Suppliers Confirmation: Confirm the supplier's accounts to maintain correct records.
- Overseas Suppliers Confirmation: Confirm the supplier's accounts to maintain correct records.

- Bank Reconciliation: Perform the bank reconciliation to control the bank account among the balance.
  - General Accounting Accounts: Review & record general expenses to get correct records & payment.
  - Payments: Check & prepare all the payments to ensure correct payments before issuing the cheque.
  - Petty Cash: Review & record petty cash payments (Local & Foreign) and reimburse the petty cash box to  
Ensure supply of cash for petty cash payments.
  - Payable Cheque.
  - Deliver all payable cheque to ensure correct delivery.
  - Customers' Accounts: Maintain & reconcile the customers' accounts to ensure the accuracy of customers' Statements.
  - Accounts Receivable: Review all receivable transaction to ensure the correctness of accounts.
  - Polices & Procedures: Implement company polices to ensure compliance with company financial policies And Procedures.
  - Issue and make Sales orders for the Customers.
  - Preparing Gate Passes and Provide with Principle Invoices.
  - Receiving Cash or Cheque (as per Company Collection Policy), and deposited into bank, after receiving Credit note then make Bank Receipt Journal Voucher.
  - Controlling customers' Accounts & salesmen ledgers
  - Finally give report for Debit Account, & Aging Analysis.
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## ❖ Skills

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| ➤ Computer and internet literate. (Good knowledge of MS Office). | ➤ Ability to respond on short notice and plan and execute several activities at once. |
| ➤ Negotiation, Excellent communication and presentation skills.  | ➤ Ability to work under pressure and meet deadlines consistently.                     |
| ➤ Problem-solving ability.                                       | ➤ Good communications skills  |
| ➤ Hard worker and able to work under pressure with limited time  | ➤ Team Player   |

## ❖ Languages

- Arabic Native (mother tongue).
- English (Fluent)

## ❖ Reference

- Sameer Mohammed Sharif, Finance Manager at Unifert' for Agricultural Activities Co, Email: [smss279@outlook.com](mailto:smss279@outlook.com), Contact No +249912934850 / +249123348500 (Current Finance Manager)
- Hytham Mohammed, (A/R) Accounts Receivable Associate at (JTI Co. Ltd), Contact No: +249966288868, Email: [Haytham.alrail@gmail.com](mailto:Haytham.alrail@gmail.com), [haytham.mohamed@jti.com](mailto:haytham.mohamed@jti.com).
- Alfatih Ghareeb Allah, Finance Supervisor (Alwaha mall – bank of Khartoum), +2499200100300, [Elfateh22@gmail.com](mailto:Elfateh22@gmail.com)