

Rami Radwan

Accountant

Bahri - khartoum

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EXPERIENCE

Nile petroleum company , khartoum - customer service “training period”

From 23-2-2017 to 23-2-2018

- Processing orders, forms, applications, and requests

Allied industrial company , Algaili, Khartoum — Accounts payable

From 1/8/2019 - 31/3/2021

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc .
- Preparing payroll Register and paying Employees .
- Preparing VAT Report and payroll taxes Report .
- preparing bank reconciliations weekly and monthly
- Preparing Accruals and prepayments adjusting entries .
- Preparing cash at hand balance and bank's Available balance daily.
- Making operating expense Report monthly .

Allied industrial company , Algaili, Khartoum — Accounts Receivables

From 1/8/2019 - 31/3/2021

- Posts customer payments by recording cash, checks
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted .
- Prepare sales report and customer's ending balance report .

Allied industrial company , Algaili, Khartoum — inventory controller

From 1/8/2019 - 31/3/2021

SKILLS

- Microsoft Excle - Expert
- Googel sheet - Expert
- Microsoft word - Expert
- Tally ERP9 -intermediate
- high level computer skills .
- Experience working on windows xp , 7 , 10
- Internet skills : search , download information from the internet - Expert
- Ability to work quickly under pressure
- Fast learner ,
- Good communication skills and experience working on a team .
- the ability to multi-task and stay organized .

LANGUAGES

Arabic - Mother tongue

English - upper intermediate

- Record purchase , sales , production , consumption data in system for Raw materials and products .
- performs physical count of inventory, and reconciles actual stock count
- Keep updated inventory records .

EDUCATION

Neelain University ,khartoum — *bachelor's degree in Accounting*

2012 - 2016