**Curriculum Vitae**

**Personal Details:**

Name: Elzhra Awad Sid Ahmed Abu Elreesh

Address: Sudan –Khartoum - Jabra

Mobile Number: 0925847172-0123590053

Email: Elzhraawad @Hotmail.com

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**Personal Profile:**

Nationality: Sudan

Residence: Sudan –Khartoum - Jabra

Marital status: Single

Gender: Female

Place & Date Of birth: Khartoum - Elsahafa- 7-Dec-1990

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**Education:**

Primary : Elkhansa

Secondary School: Elfath Secondary School in Karrima.

Institute: Sudan University Science & Technology.

Country: Sudan

Major: Cost Accounting

Graduation year: 2012

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**Experience:**

Company name: HAGGAR Group - COLDAIR Engineering Company Limited

Formal title: Assist Cost Accountant

Start date: 15/9/2014

End date: 30/5/2016

**Duties & Responsibilities**

1. To assist in preparing all costs of materials of finished goods purchased.
2. To assist in evaluating the issue of materials from Stores to Production, Sales and Repairs.
3. To assist in following up with Purchasing Department and Production the changes in Working Rights, if any.
4. To assist in the stocktaking and evaluation of work-in-progress.
5. To be responsible for checking machinery spare parts issued and received.
6. To keep the financial stock cards and stock analysis book.
7. To assist in following up the Production Department expenses.
8. To perform any other duties as required by Cost Accountant.

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**Experience:**

Company name: HAGGAR Group - COLDAIR Engineering Company Limited

Formal title: Accountant

Start date: 1/6/2016

End date: 28/2/2017

**Duties & Responsibilities**

1. To be responsible for daily recording in journal vouchers.
2. To be responsible for bank reconciliation.
3. To transfer monthly balances to General Ledger.
4. To be responsible of listing and analyzing all accountants balances.
5. To confirm the outstanding balances with debtors or creditors.
6. To break down the closing balance of each account.
7. To prepare the monthly assets addition, disposal and depreciation.
8. To count physically the acquisitioned asset and reconcile with assets register and report of FM any discrepancies.
9. To revalue on monthly basis the closing balances of banks and suppliers at the end of each month.
10. To perform any other duties required by Chief Accountant.

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**Experience:**

Company name: HAGGAR Group - COLDAIR Engineering Company Limited

Formal title: Performance Management Supervisor

Start date: 1/3/2017

End date: Till Now

**Duties & Responsibilities**

1. Ensure system are in place to provide fit-for-purpose PERFORMANCE MANAGEMENT MIS for each the group companies
2. Ensure systems are in place to provide fit-for-purpose contribution analysis for each of the group companies.
3. Ensure systems are in place to provide fit-for-purpose costing data for accounting purposes and for inclusion in the pricing submissions by manufacturing and trading companies.
4. Ensure systems are in place to provide fit-for-purpose opex costs planning, reporting and variance analysis for each of the group companies.
5. Review the COMPANY submissions of the Business plan for all group companies to confirm that they are internally consistent and accurately reflect the agreed assumptions.
6. Review the COMPANY Submission of the Budget for all group companies to confirm that they are internally consistent and accurately reflect the agreed assumption.
7. Review the 6-monthly rolling cash flow forecasts submitted by manufacturing and trading companies to confirm that they are realistic and accurately reflect the agreed assumptions ( INCLUDING 6MRSE AND DS / PAYABLES UPDATES ).
8. Prepare consolidated performance management report for the group.
9. Manage updates to group performance management policies and processes.
10. Manage performance management aspects of MIS improvement project
11. Support GM‘s in setting KPIs and performance appraisal process for ALL DEPARTMENTS AT company level. Put in place career development plans for key PERFORMANCE Management Supervisor
12. Prepare financial input for new initiatives throughout the group
13. Prepare financial input for Ops Comm initiatives at group and company level.

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**Language:**

1. Arabic
2. English

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**Skills:**

1. M.S Windows: ( V. Good )
2. M.S Word: ( V. Good )
3. M.S Excel: (V. Good )