



Sajda Abdalla Babiker Mohammed

Date of birth: 10/08/1996 | **Nationality:** Sudanese | **Gender:** Female |

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About me: I am an enthusiastic, reliable, punctual and motivated person who is seeking to obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people to grow and develop while meeting the corporation's goals

WORK EXPERIENCE

15/09/2021 – CURRENT – Khartoum , Sudan

FINANCE MANAGER – LEEN FOR DEVELOPMENT

Managing the entire finance department, check daily finance documents , issue financial reports and every project financial budget initiative.

10/01/2021 – 06/2021 – Gothenmburg , Sweden

FREELANCE ACCOUNTANT – SELF EMPLOYED

05/01/2020 – 24/12/2020 – Khartoum, Sudan

FINANCIAL ANALYST – MBM WORKSHOP FOR HEAVY EQUIPMENTS

conduct economic research and elicit valuable analyses on financial matters such as profitability, liquidity, solvency, and asset management. The job required providing recommendations on financial matters for decision-making processes. Beside the usual bookkeeping process.

04/08/2019 – 25/11/2019 – Victoria , Malta

TAX ADVISOR – M.MELIAK AND ASSOCIATES

provide commercially-focused advisory and consultancy services to a wide range of clients from all economic sectors. our clients were mainly foreign companies that located in Malta , We explained complicated tax-related legislation to our clients and assist them in ensuring the most efficient and beneficial payment of taxes by devising tax-efficient strategies.

VAT reports preparing as well.

Gozo

01/06/2019 – 01/08/2019 – Victoria , Malta

ADMINISTRATIVE ASSISTANT – VINI E CAPRICI

perform administrative and office support for supervisors. perform a variety of tasks, such as answering telephone calls

Gozo, Malta

04/08/2016 – 01/12/2016 – Khartoum , Sudan

JUNIOR ACCOUNTANT – AFRICAN BEAUTY COMPANY

Data entry, bookkeeping, financial statements preparation, internal quarters audit
Khartoum, Sudan

01/06/2016 – 01/07/2016 – Khartoum , Sudan

INTERNSHIP – MINISTRY OF MINERALS SUDAN

record and report ticketing accounting situations to the senior accountant ,verify deposits and prepare daily reports and income.

Khartoum, Sudan

● **EDUCATION AND TRAINING**

19/09/2017 – 18/12/2019 – Cosenza , Italy

MASTER'S DEGREE – University of Calabria

10/07/2013 – 28/07/2017 – Khartoum, Sudan

BACHELOR DEGREE – University of medical science and technology

● **LANGUAGE SKILLS**

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ITALIAN	B1	B1	B1	B1	B1
SWEDISH	A2	A2	A1	A1	A1
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **PROJECTS**

01/04/2021 – 30/12/2021

Marketing

I worked as a freelancer for a startup brand, a cosmetic industry calls SAMAR Brand,
I set the whole marketing plan for the brand both long and short , I was responsible for their social media accounts and building a marketing plan that matches the firm's vision.

● **ORGANISATIONAL SKILLS**

Organisational skills

Planning and motivation
decision making
problem solving

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

Clarity
team working
Conciseness
confidence

● **JOB-RELATED SKILLS**

Job-related skills

Bookkeeping
bank statement reconciliation
Ability to work on Sage50
analysis of data through
Microsoft package, R and Gretel software