CURRICULUM VITAE

***Career Objective***

 *Accountant & Internal Auditor with an experiences seeking to the new challenging job for more career development.*

**Personal Information**

Name: Ahmed Abdulrazig Shiekh Mohammed Abubaker

Gender: Male

Nationality: Sudanese

Marital Status: Single

Date of Birth: 11 Sep. 1990

**Academic Qualification**

\* Bachelor of Accounting from Neelain University ( in 2012) .

\* High Diploma of Accounting and finance from Sudan International University (in 2015).

 **Languages**

|  |  |  |  |
| --- | --- | --- | --- |
| Languages \ Skills | Speaking | Reading | Writing |
| Arabic | Native | Excellent | Excellent |
| English | Good | Good | Good |

**Computer Skills**

|  |  |
| --- | --- |
| Microsoft Office Word | Advanced |
| Microsoft Office Excel | Advanced |
| Internet and E-mail | Advanced |

**Work Experience**

* **Hassabo & Company ( Audit Firm )**.

*I joined the firm full time as from, 1 July 2012 till 30th 30 Nov. 2014 , I have been involved in audit of various clients engaged in different economic activities.  These include, but not limited to, the following industries:*

* *Manufacturing concerns, such as flour mills, soft drinks bottling plants and medicines.*
* *Airlines.*
* *Non-governmental organizations*
* *Oil and gas industry related companies, both upstream and downstream.*
* *Commercial trading companies.*
* *Agriculture companies.*
* **Royal Care International Hospital :**

I joined these firm full time as from 1 Feb. 2015 to 2 Feb. 2016 , during these period I have been involved in the internal audit department as an **Internal Auditor** . My responsibility include but not limited to the following :

* Verify from the procedures of the financial department accordance to the firm’s procedures .
* Asses and evaluate the risk of each department on the firm .
* Asses and evaluate the procedures for the department that accordance to the firm’s policy.
* Insure that the cash verification has been met.
* ***OMG Project for printing & Advertising Co.:***

*I joined this firm full time as from 7th of Feb. 2016 till 6th of Jan.2018, during this period I have been involved in the accounting department as a* ***senior accountant*** *in several accounting department:*

* *Assisting the Accounts and Tax manager in a variety of business roles.*
* *Reconciling petty cash.*
* *Balance sheet reconciliations.*
* *Salary entry and reconciliation.*
* *General ledger entry including accruals and prepayments.*
* *Dealing with statutory returns.*
* *Assisting internal/external auditors with queries.*
* *Chasing outstanding customer accounts.*
* *Resolution of invoice queries including credits.*
* *Assisting with sales / purchase ledger duties, cash books and payroll.*
* *Communicating clearly and effectively with the accounts team.*
* *Monthly / quarterly management accounts preparation.*
* *Assisting in the preparation of year end accounts for clients.*
* *Registering clients for VAT and PAYEE.*
* ***Almasa******Porcelain Factory (Nobles Group):***

I joined this firm full time as from 7 Jan. 2018 and I am still working there. This period I have been involved in the **Internal Audit** department. My responsibility includes but not limited to the following:

* Verify from the procedures of the financial department accordance to the firm’s procedures.
* Asses and evaluate the risk of each department on the firm.
* Asses and evaluate the procedures for the department that accordance to the firm’s policy.
* Insure that the cash verification has been met.

**For further information, please do not hesitate to contact me at the following:**

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Mobile: +249918327262

***Or Contact the references :***

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