

CV

Name: ALMOGIRA ABDELMONEIM MUSTAFA QADURAH

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Personal Information

Nationality: Sudan
Marital status: Married
Religion: Muslim
Date of Birth: 09/01/1988

Education

University	ALZAIEM ALAZHARE UNIVERSITY
Degree	Bachelor of Economics and Administration Sciences 2010
Location	Khartoum – Sudan

Experience (5 years)

Designation	Accountant & executive assistant
Company	May group
Location	Riyadh – alrawda – exit 12
Duration	Oct 2012 to Present
Main Duties & Responsibilities	
➤ Accounts Payable	➤ Cash Management
➤ Accounts Receivable	➤ Bank and Credit Card Reconciliations
➤ Payroll	➤ Cost of Goods
➤ Inventory control	➤ Financial Reports
➤ Worker work permits	➤ Government procedures

Designation	Maintenance Manager
Company	SHAHED ALRWDA
Location	Riyadh – alrwda – exit 12
Duration	Oct 2012 to Present
Main Duties & Responsibilities	

- Vehicles maintenance
- Building and assets maintenance
- Monitor and distributions of vehicles
- Spare parts purchase and orders

Designation**Company****Location****Duration****Main Duties & Responsibilities**

Director of operations

Ajwaad for travel and tourism

Saudi Arabia – Riyadh

2017 to 2019

- Choose camping sites
 - Planning and design of camps
 - Responsibility for the team in all disciplines
 - Responsibility of camp facilities
 - Customer satisfaction measurement
 - Periodic reporting
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Courses

Diploma in Office Management - Ocean Computer Science School 2010

Languages

Arabic: Native

English: Fluent

Computer Skills

Windows

Accounting Application

MS Office

Other Skill

Ability To Train Myself

Individual And Team Work

Hard Worker

Patience

Hobbies

Reading

Swimming

References

· “Available Upon Request.”