



BUSHARA MOHAMED BUSHARA ABDELRAHMAN

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Objective

Seeking a Versatile And Challenging Position In The Accounting Field With a Leading Company And Development Environment That Will Both My Professional And Educational Background Relating , Financial Securities , And Investment Funds .

Experience

- **Scientific House For Books** January 2017 - December 2017
Sales Officer
 - 1 . Marketing And Selling Scientific Books .
 - 2 . Marketing And Selling Office Supplies .
 - 3 . Marketing And Selling School Books .
 - 4 . Marketing And Selling School Supplies .
- **Bright Laundries** June 2013 - December 2016
Self - Employed
 - 1 . Washing Clothes (Normal Wash & Dry Wash)
 - 2 . Iron Clothes With Steam .
- **Marketing Studies Center** January 2010 - December 2010
Data Entry Supervisor
 - 1 . Meet With Consumers And Clients To Conduct Surveys By Asking Them Questions And Filling Out Reports According To Their Answers .
 - 2 . Enter All Reports And Surveys Results Using Excel And Spss Program To Perform Data Mining And Statistical Analysis .
 - 3 . Supervise Data Entry Employees .
- **Bushara,s Real Estate** September 2007 - Present
Self _ Employed
 - 1 . Managed The Construction Of Two Apartments And Two Small Stores .
 - 2 . Managed The Budget Of The Construction Operation .
 - 3 . Manage The Property,s Maintenance Operation And Supervise The Maintenance Workers .
 - 4 . Schedule Advertisement Of The Property With The Local Newspapers And Other Real Estate Offices .
 - 5 . Meet With Potential Clients And Lessees .
 - 6 . Negotiate Lease Terms With Potential Clients And Lessees .
 - 7 . Perform Property Inspection And Ensure That Lessees Are Following The Contract Terms .
- **Shiekan Insurance & Reinsurance** March 2007 - July 2007
Accountant
 - 1 . Prepare Profit Loss Statements And Monthly Closing And Cost Accounting Reports .
 - 2 . Compile And Analyze Financial Information To Prepare Entries To Accounts , Such As General Ledger Accounts , And Document Business Transactions .
 - 3 . Analyze And Review Budgets And Expenditures .
 - 4 . Monitor And Review Accounting And Related System Reports For Accuracy And Completeness .
 - 5 . Prepare And Review Budget , Revenue , Expense , Payroll Entries , Invoices , And Other Accounting Documents .

- **Lina Fine Land Scape**

January 2005 - December 2007

Accountant

- 1 . Establish Operational For Activites Such As Handling All Incoming And Outgoing Shipments , Verification Of Proper Receipt And Delivery , Reporting Of Damages To The Person In Charge , Keeping Warehouse Inventory Current And Ensure Said Procedures Are Carried Out .
- 2 . Keep Stock Control Systems Up To Date And Planning Future Capacity Requirements By Monitoring Inventory Levels To Assure Appropriate Stock Balance .
- 3 . Ensure That No Merchandise Is Received , Delivered Or Returned Unless Proper Documents Are Issued And Approved By Concerned Staff .
- 4 . Assume Full Responsibility Of The Stock Items In Terms Of Adequate Storage , In And Out Movement , And Security Procedures .
- 5 . Handle Basic Accounting Tasks Such As Filing And Handling Of Related Paperwork .

Education

- **Sudatel Telecommunications Academy** 2013
Diploma In Electronic Accounting , Programs : (Excel , Qucik Books , Peachtree)
Excellent
- **Open University Of Sudan** 2013
Bachelor Of Administrative Sciences In Accounting
Pass
- **University Of Khartoum** 2007
Diploma In Financial Securities And Investment Funds
Good

Skills

- ● Ms Word , Ms Excel
- ● Spss Program
- ● Quick Books , Peachtree
- ● English Language
- ● Arabic Language

Online Training Courses

- Electronic Secretarial

November 2020
- Dam And Network Saftey Assurance

Training course in maintenance and management of irrigation projects and multi-purpose projects that have major works in the form of storage structures of different sizes and associated water distribution networks to provide water to the beneficiaries .

AF Academy , New Delhi

September 2020

- Complex Humanitarian Emergencies

Humanitarian Academy At Harvard , United States Of America , September 2020

- A Project Towards Building A Better Response

Humanitarian Academy At Harvard , United States Of America
August 2020

- Financial Accounting And Reporting

The Open University

United Kingdom , August 2020

- Guidelines For Operational Planning , And The COVID - 19 Partners Platform Aimed At Supporting Country Preparedness And Response .

World Health Organization , May 2020

Online Conference

- **Arabic Open Access Week**

Arabic Open Access Week

which was organized by the ARID scientific platform for Arabic-speaking scholars, experts and researchers

23 - 26 October 2020

- **The 15Th Economic Forum Of Young Leaders**

The Workshop " Building Civil Society , Solidarity And International Partnerships " :

* 15Th Economic Forum Of Young Leaders — Online Is An Annual Meeting Of Over 600 Young .

* Leaders From 35 Countries With A View To Disscusing Current Economic , Political And Social Issues .

* The Forum's Mission Is Enhance International Debate As Well To Provide The Young Leaders With An Opportunity To Present Their Stance Toward The Global Topics.

*The Disscusion Panels Are visited And Presided Over By Numerous High Officals From Around The World .

Economic Forum Of Young Leaders Is The Accompanying Event Economic Forum In Krynica .

The Economic Forum Of Young Leaders Is Organized By European Meeting Centre Nowy Staw Foundation , And Economic Forum In Krynica .

Poland

8 - 10 September 2020

- **Education Begins With Language**

A Comprehensive
Approach To The Teaching And Learning Of Languages .

EUROPEAN COMMISSION

Directorate - General for Education , Youth , Sport and Culture

Youth , Education and Erasmus+

Unit B2 – Schools and Multilingualism .

Brussels

September 2020

- **Prospects For Scientific Research And Cooperation Between Arab Universities**

Prospects For Scientific Research And Cooperation Between Arab Universities ,
Organized By The Arid Platform Scientific In Cooperation With The University Of
Baghdad

September 2020

- **Climate Justice**

International Voluntary Service On Climate Justice

August 2020

- **Asia Africa Virtual Summit**

Cooperation Between The Two Continents In The Fields Of Sustainable Development ,
Which In Turn Leads To Linking And Serving The Society Of The Two Continents And
Strengthening The Bonds Of Cooperation Between Them .

August 2020

- **The Net Is Working _ Volunteering And Human Rights Education**

Online Conference

On June 3th - 6th 2020