

Curriculum Vitae

Name	Mosab Moawia Al-zain Basheer
-------------	-------------------------------------

Personal Information	Birth Date	8-10-1996	Marital Status	Single
	Nationality	Sudanese	Mobile	0921667140 - 0900499906
	Religion	Muslim	Email	mosabmoawia@gmail.com
	Military Service	Finished	Nationality ID No.	119-0174053-1
	Home Address	Sudan - Khartoum – Omdurman – AL Fteehab - block 13-house no.37 Tel : +249900499906		

Academic Qualifications & Courses	<ul style="list-style-type: none"> - Bachelor of Science in Business Studies (COST & MANAEMENT ACCOUNTING) From Sudan University Of Science And Technology (2017). - Computer Science diploma From Sudan University Of Science And Technology (2017). - Electronic Accounting Course From University Of Khartoum (2017). - ACCA Financial Reporting (FR7) Course from Al-Oula for financial & Accounting Studies Center (2018).
--	---

Tools	<ul style="list-style-type: none"> - Bilal Soft Accounting System (Expert). - SMACC Accounting Software (Expert). - Quick Books Smarter Business (Fluent). - All Microsoft Office Programs (Expert) 	Languages	<ul style="list-style-type: none"> - Arabic (Native) - English (Fluent)
--------------	---	------------------	---

Experience	<ul style="list-style-type: none"> • (Oct 2016 – Nov2016) Training at Bank of Khartoum. • (Dec 2017 – Dec 2018) As <u>Account Receivable Accountant</u> at AL-Basar International Foundation. • (Dec 2018 – Dec 2019) As <u>Senior Accountant</u> at AL-Basar International Foundation. • (Dec 2019 – Until Now) As <u>Senior Cost Accountant</u> at AL-Basar International Foundation.
Targets	<ul style="list-style-type: none"> • Looking for new challenges In the Business Accounting fields, I can use my experience to deal with. • I'am trying to join a growing company needs Accounting programming and offers the potential for career progression.

Educational stages	Primary	Mabroka School	Sudan – Khartoum – Omdurman
	Secondary	Al-Nukhba High School	Sudan – Khartoum – Omdurman
	University	Sudan University - Cost & Management Accounting Department	Sudan - Khartoum

Scope of Responsibilities	<p><u>Included:-</u></p> <ul style="list-style-type: none"> - Establish and carry out departmental or organizational goals policies and procedures. - Direct and oversee an organization's financial and budgetary activities. - Manage general activities related to providing services. - Innovate by applying new technologies in the workplace. - Consult with other executives, staff and board members about operations. - Negotiate or approve contracts and agreements. - Identify places to cut costs and to improve performance, policies and programs.
----------------------------------	---

Skills, Hobbies & Interesting	<p><u>Skills:</u></p> <ul style="list-style-type: none"> - Very Good Communication skills in Arabic & English language. - Ability to work under pressure. - Very good typing skills in two language. - Good Negotiation skills. - Very Good administration and computer skills. - Flexible and accepting the change. <p><u>Hobbies:</u></p> <ul style="list-style-type: none"> - Reading and social networking.
--	--

Certifications	<ul style="list-style-type: none"> - Association Of Chartered Certified Accountants (ACCA) In progress June-2018
-----------------------	--

Duties

Included:-

As Account Receivable Accountant :-

- Analyze and monitor account balances, including effective overdue control.
- Follow-up program for all customer accounts that are late, overdue, or potentially overdue.
- Contact sales rep via e-mail and phone to discuss overdue balances and encourage timely payments.
- Monitor accounts monthly and identify outstanding account receivables.
- Customer account reconciliation and investigate historical data for balances.
- Providing customer service regarding collection issues, process customer refunds, review account adjustments and resolve client discrepancies and short payments.
- Prepare and present reports on collection activities and progress.
- Ensure that the credit policy above is adhered to in letter and spirit.
- Perform other accounts receivable collection duties as assigned.

As Senior Accountant :-

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, income statement and other report.
- Substantiates financial transactions by auditing documents.
- Analyze financial statements, sales reports and other performance indicators.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Supervising accounting staff.

As Senior Cost Accountant :-

- Preparing all inventory-related journal entries at month end.
- Defining various product and operational costs.
- Developing depreciation schedules.
- Monitoring unit cost variance.
- Implementing cost standards for materials and labor.
- Developing cost standards for materials and labor.
- Preparing cost of goods sold and production reports.
- Analyzing production costs and recommending changes.
- Reconciling beginning raw materials, work-in-progress and finished-goods stock.
- Analyzing manufacturing operation, equipment availability and utilization.
- Performing month-end cost account close.
- Maintaining cost account system and cost ledger.
- Performing life cycle cost-benefit analysis.
- Analyzing inventory valuations.
- Hiring, training and supervising cost and inventory accounting staff.

