

SALMA ADLAN ELSIDDIG ELMAHI
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A competent accountant with over 9 years of experience, having a keen ability to manage accounts & monitor for discrepancies, managing complex accounting tasks and also prepared and analyzed budgets. Comfortable with related software packages. Looking to demonstrate further my leadership skills and accounting expertise.

Academic Qualification

November 2003 Bachelor in Banking & Financial Studies, The High Institute for Banking & Financial Studies.

Professional Experience

April. 2010 to Feb.2020 **Accountant - Al gythar for Trading & Services Co. Ltd**

Maintain all the necessary reporting to the banks and backup system reports.

Maintain the company bank balance and remain cognizant of outstanding checks.

Read and review any documentation attached to checks for approval and accuracy sake.

Make sure all financial statements and tables are correct and precise.

Reconcile all bank statements and monthly financial reports.

Approve invoices that need to be paid and prepare monthly sales and use tax returns.

Prepare projections annually and update monthly with actual figures.

The controller must coordinate with the auditors and be prepared to surrender Documentation if called upon.

Coordinate with the tax division of the company and prepare any schedules required for tax returns.

Manage all accounting operations including billing, cost Accounting, inventory accounting and revenue recognition.

Coordinate and direct the preparation of the budget and financial forecasts and report Variances.

Prepare and publish timely monthly financial statements.

Coordinate the preparation of regulatory reporting.

Research technical accounting issues for compliance.

Ensure quality control over financial transactions and financial reporting.

Manage and comply with local, state, and federal government reporting requirements and tax filings.

May. 2007 to **Accountant - Agrotillage Agricultural Co. Ltd**
March.2010

March.2005 to **Accountant - Muashi for Investment Co.Ltd**
April. 2007

Key skills

Excellent Accounting knowledge

Proficient in accounting software

Training /Courses

2006 Accounting Diploma
2004 Banking system - PentaBank
2004 Saudi Sudanese Bank
2004 Farmers Commercial Bank
2003 National Bank of Abu Dhabi

Computer Skills

2006 Printing & Design Diploma
2003 Statistical Analysis using SPSS, Management information
 system.
2002 Oracle 8i SQL Plus
2002 Visual Basic 6
2001 Ms Office
2000 Computer Course – Practical & Theory

Reference Available upon request