



**Adnan Adam Mohammed Fadl Elnabi**  
**Khartoum, Sudan**



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**00249926169689**

**Summary:**

**Proactive, Talented very Ambitious and best Reflection of The Handwork. With Experience 2 in Stock Controlling at Gulf Catering Company, 3 Years in Accounting at Al Nile Bank and October 2020 until today Inventory Accountant at Dal Group.**

**Personal Information:**

Birthdate: 31 / Oct / 1993

Marital Status: Single

Tel: 249926169689 – 249127298080

Address: Khartoum Al Azhari - Blok 14

**Education:**

**Al Neelin University (Business Management).**

**Experience:**

**Inventory Accountant:**

DAL Group October 2020 to Present.

**Timely Recording:**

Ensure that all inventories are recorded on time and as per approved policies and procedures in order to maintain a proper inventories records.

**Stocktaking:**

Carryout the regular and irregular stocktaking, making sure that all the per-stocktaking procedures are secured in advance to ensure that inventories controls are always in place.

Stocktaking adjustments & Corrective actions:

Ensure that all agreed corrective actions from stocktaking reports beside any stocks adjustments are completed in order to maintain an accurate and reliable inventories.

**Internal Audit Observations:**

Review the internal audit inventory reports with inventory teams to ensure implementation of these observations by the concern members.

Inventory Risks Coverage:

Ensure that the inventories are always kept with proper controls and all types of Risks are covered to save the inventories resources.

**Reporting:**

Submit supporting and proactive reports to stakeholder to highlight any potential inventory controls gab or risk that may result in some losses.

**Slow Items Provision:**

Analyze the AMMEA Inventories in coordination with inventory teams in order to identify slow items and To ensure that the required provisions are satisfied.

## **Accountant**

May 2018 - Sep 2020

**Teller:** Serves customers by completing account transactions.

Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits. Maintains customer confidence and protects bank operations by keeping information confidential.

**Customer Services :** Accurately opens and closes accounts in accordance to operating controls, including legal, corporate, and regulatory procedures to ensure the safety and security of customer assets, Assists customers with routine account-related requests; researches and resolves account service inquiries/issues; and responds to client inquiries promptly, effectively, and professionally, Assists customers with telephone inquiries to provide solutions to their banking needs, Provide information to customers on their account status and account balances.

**Investment Officer :** Review of feasibility studies submitted by clients for consulting or financing , Financing is provided for projects, based on legitimate investment transactions, such as Murabaha, Mudaraba, Musharaka and Contracting , Communicate with investors to carry out their transactions and attract them by facilitating dealing with the bank , Allocate an annual budget for investment, prepare plans and strategies for implementation, and submit them for supervision by the competent authorities , Studying the local investment conditions, to determine the extent of the ability to serve investment projects, and to expand the bank's work in the field of investment , Provide sufficient information about customers, to facilitate communication with them and to invest in investment for the bank , Discipline in the teachings of Islamic Sharia and its provisions .

## **Stock Controller**

### **Gulf Catering Company**

Nov 2016 - May 2018

Enter shipping and inventory data in the computer system Manage purchasing orders for incoming equipment, services, and supplies Verify receipts and confirm purchase contents and orders are complete Remove inventory from shipment delivery trucks Ensure supplied stocks meet demand Prevent overstocking and ordering Keep track of inventory and supplies that need restocking Ensure correct inventory is loaded into correct delivery trucks Track and ensure deliveries are received Compile reports inventory and supply balances Make Stock taking weekly And monthly and main Stock taking End of Year.

## **Courses :**

- Diploma in English Language (Bravia Center March 2015).
- Diploma in Computer Application (Stately Center February 2012).
- Diploma in Marketing and Sales (Al khatwa Al Zakeia December 2012).
- Business Management (Al khatwa Al Zakeia December 2012).
- Project Planning Management (Revival Center October 2014).

## **Skills :**

Accountancy, Banking Skills, Problem Solving, Critical Thinking, Time Management, Team Working.

## **Honors & Awards**

**Employee of the Month** - Gulf Catering Company (May 2018).