



Khalid Mohamed Osman Salman

CONTACT

E-mail:

khalidalattaya88@gmail.com

Phone: +249912401075 -
249112127643

OBJECTIVE

Results-orientated sales and accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering sales and accounting services that enhance the entity's purpose and profitability.

PERSONAL INFORMATION

Gender: Male

Date of Birth: October 18th, 1998

Martial Status: Single.

Address: Khartoum - Sudan

WORK EXPERIENCE

Bank of Khartoum

Assets Sales Coordinator

November 2017 - Present

Outline:

Responsible for serving as the primary liaison between the sales department, marketing staff, senior managers and the rest of the bank.

Responsibilities:

- Making a significantly high number of daily outbound calls to prospective clients, and processing sales related letters, proposals and contracts in a timely manner.
- Ensuring that all inquiries are dealt with accurately, timely and professionally, and preparing month-end Sales reports for senior managers and also presenting them.
- Distributing written messages from senior managers to sales staff members, and tracking sales orders to ensure that they are scheduled and send out on time.
- Building professional and productive relationships with other work colleagues, and removing any administrative obstacles in the sales office that are holding back operational efficiency.

Bank of Khartoum

January 2018 - December 2019

POS Coordinator

Outline:

I was the point of reference for colleagues and customers alike, by keeping schedules and providing feedback, documentation and information, and to facilitate the team's activities so as to maximize their performance and the solid and long-lasting development of the bank.

Responsibilities:

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Responding to complaints from customers and give after-sales support when requested.
- Ensure the adequacy of sales-related equipment or material
- Store and sort financial and non-financial data in electronic form and present reports.
- Handle the processing of all orders with accuracy and timeliness and Inform clients of unforeseen delays or problems.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Assist in the preparation and organizing of promotional material or events and ensure adherence to laws and policies.

Zain Sudan

March 2013 - November 2017

Accountant

Outline:

My main tasks included reporting the financial data of the company, preparing, examining and analyzing the company's accounts, financial records and other financial obligations, and ensure compliance with financial reporting and other standard procedures.

Responsibilities:

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Maintain the general ledger operations, Support the month end close process.
- Audit, process and pay vendor invoices in an accurate and timely manner.
- Reconcile invoices to purchase orders and bill customers, and resolve AP and AR problems with vendors and customers.
- Collect, categorize, calculate, verify and enter data to maintain accurate records
- Assist with budget development and financial forecasting and monitor and analyze budget variances
- Record and process employee expense reports.

Ministry of Defence

February 2012 - February 2013

HR Administrative Assistant

Outline:

reporting of financial data of an organization. Accountants are tasked with preparing, examining and analyzing a company's accounts, financial records and other financial obligations. They do so to ensure compliance with financial reporting and other standard procedures.

Responsibilities:

- maintaining personnel records, managing HR documents (e.g. employment records and onboarding guides) and updating internal databases.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
- Create regular reports and presentations on HR metrics.
- Prepare HR documents, like employment contracts and new hire guides.

EDUCATION

Master of Business Administration

University of Sciences and Technology

October 2013 - December 2015

BSc Honers in Computer Sciences

University of Sciences and Technology

August 2006 - December 2010

SKILLS

- Solid working knowledge of MS Office with a strong level of proficiency in Excel.
- Administration of accounts receivable and accounts payable.
- Efficient maintenance of the integrity of general ledger accounts.
- Preparation of accurate financial accounts and reports to comply with accounting principles and practices.
- Engagement with budget development and financial forecasting.
- Able to accurately gather, interpret and analyze financial data.
- Excellent organizational skills with demonstrated ability to effectively prioritize to meet strict deadlines.
- Proven ability to quickly learn and use new technologies and tools.

COURSES

-**Al Badaael for Advanced Training** - Excellence in Customer Services (12/05/2018 - 14/05/2018) (15 Working Hours)

-**University of Khartoum- Training Center** - Advanced Excel (03/03/2019 19/03/2019) (50 Working Hours)

REFERENCES

References Available Upon Request.